

**Position:** Homelessness and Domestic Violence Prevention Coordinator

**Location:** Bronx, NY

**Department:** Housing Stability Support Program

**Reports to:** Program Director, the Bronx

**Supervisory Responsibilities:** No

**Summary:** The Homelessness and Domestic Violence Prevention Coordinator is essential to Nazareth Housing's Housing Stability Support Program (HSSP). The ideal candidate will firmly commit to Nazareth Housing's mission of working with under-served New Yorkers. They will also have an understanding of the needs of low-income families and be comfortable working in a diverse setting.

The Homelessness and Domestic Violence Prevention Coordinator will coordinate homelessness and domestic violence prevention services primarily in Nazareth Housing's Bronx location. In addition, the Homelessness and Domestic Violence Prevention coordinator will ensure that clients that come for homelessness prevention and domestic violence services also have access to a broad range of human services provided through Nazareth Housing and our community partners. Working with other Nazareth Housing program team members, the Coordinator will conduct community outreach and develop collaborative relationships with local community organizations.

**Essential Duties and Responsibilities include the following:**

**Homelessness Prevention:**

- Provide direct services to clients, including intake, assessment, referral, service plan, development, advocacy, case management, and follow-up
- Real-time monitoring and documentation of client progress toward service plan goals and interactions with or on behalf of the clients
- Report to, and meet with the manager regularly
- Complete program reports as require
- Assist with special projects as assigned

**Domestic Violence:**

- Provide case services and crisis intervention to survivors of domestic violence
- Conduct client-centered safety assessments and help clients prepare risk management plans
- Collaborate with partners to ensure services are coordinated
- Provide emergency assistance, including transportation, emergency food, and emergency cell phones
- Provide information and referrals for services such as shelter, long-term counseling, public assistance, and other entitlements, and support with applications
- Participate in staff meetings, community meetings, and relevant training and seminars
- Perform data entry into a computerized record-keeping system;

**Other duties:**

- Comply with NYC, NYS, and other funder guidelines
- Ensure that all clients are referred to other Nazareth Housing services
- Manage client data input and provide monthly statistics reports to Program Director
- Participate in supervision, monthly staff meetings, training, and other organization-related activities.
- Support other department initiatives and special events, including community outreach, and collaborate with community partners.
- Provide outreach to the neighboring areas of the Bronx in collaboration with the program team
- Attend meetings with Housing Stability Support Program team to gain up-to-date information regarding local events and social services offered in the community
- Other duties as assigned by Management

**Position Type and Expected Hours of Work:**

- This is a full-time position. Workdays and hours are generally 9:00 am to 5 pm, Monday – Friday, except for Wednesday, 7:00 am to 3 pm
- Additional hours may be required to meet the program deadlines or client needs. Traveling to the Lower East Side may be requested for staff support
- Must be willing to include occasional weeknights 5–8 pm and weekend dates as required for Nazareth Housing events in the Bronx and/or Manhattan

**Qualifications**

- Strong commitment to Nazareth Housing's mission of serving underserved and vulnerable New Yorkers
- Bachelor's degree in Social Work, Mental Health, Counseling Psychology, or related field preferred
- Three or more years of relevant professional experience in the human services, domestic violence, community engagement or outreach sectors
- Motivated self-starter; comfortable working alone and in teams
- Excellent interpersonal skills with team members, volunteers, and clients
- Bilingual English / Spanish is preferred
- Experience with Foothold/AWARDS or other data collection systems, Microsoft Office Suite, and Google Drive required
- Excellent organizational, time-management, and written/verbal communication skills
- Willing to travel in all four seasons
- Detail-oriented with strong organizational skills
- Able to manage stressful situations and make interventions and seek outside assistance as needed
- Ability to identify and implement best case management practices
- Ability to solve problems, make decisions, resolve conflicts and listen.
- Strong ability to effectively resolve and cope with immediate crises

**Salary:** \$48,000 - \$50,000 per year

**Benefits:**

- Paid vacation, personal days and sick leave
- Health insurance commences upon employment
- 401k plan with employer match after the first year of employment
- Flexible savings account
- Employee wellness initiatives

**To Apply:** Submit your resume and cover letter with salary requirements to [jobs@nazarethhousingnyc.org](mailto:jobs@nazarethhousingnyc.org).

Nazareth Housing requires all new employees to be fully vaccinated against COVID-19 as a condition of employment, unless they qualify for a reasonable accommodation for medical or religious reasons. Accordingly, new employees must submit proof of vaccinations prior to the commencement of employment, unless a reasonable accommodation is granted.

*Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*