

**Position:** Housing Specialist

**Location:** Bronx, NY

**Reports to:** Program Director

**Supervisory Responsibilities:** Yes  No

**Summary:** The Housing Specialist addresses the client's housing needs in Nazareth Housing Thorpe Family Residence for Families with Children. The Housing Specialist assists clients as they transition from shelter to permanent housing. They are responsible for identifying permanent housing options, developing and maintaining a database of housing resources, conducting individual meetings and support groups around housing issues, and providing referrals, advocacy, follow-up, and assistance with housing applications. The Housing Specialist also develops partnerships with government and community agencies to help increase clients' access to secure, stable, permanent housing.

### **Responsibilities:**

- Assess clients' housing needs and develop an individualized plan to secure safe, affordable housing.
- Assess clients' eligibility for government-financed housing programs, including subsidies and benefit programs.
- Assist clients in securing and completing applications for permanent housing.
- Identify and assist clients in obtaining relevant documents needed for applications for permanent housing.
- Provide individual counseling, advocacy, and support to clients.
- Develop and facilitate educational workshops and groups focused on housing (including available housing resources, apartment search techniques, mock interviews, and other best practices).
- Develop and maintain a database of resources, including a listing of brokers, landlords, and management companies.
- Engage in community outreach efforts to identify housing opportunities.
- Develop and maintain relationships with government partners and support community-based organizations.
- Participate in team meetings, case conferences, and meetings with prospective brokers and landlords.
- Serve as a resource to the shelters' social services department staff.
- Represent Nazareth Housing at the city and statewide coalitions, task forces, and committees related to housing.
- Participate in monthly staff meetings, case conferences, and training seminars conducted to enhance one's skills
- Assist with reports and program evaluation.
- Perform other duties as assigned by the Shelter Program Director.

### **Qualifications**



- Strong commitment to Nazareth Housing's mission of serving underserved and vulnerable New Yorker
- Bachelor's degree in Social Work, Mental Health, Counseling Psychology, or related field.
- Three or more years of relevant professional experience in human services, housing programs, community engagement, or outreach sectors.
- Excellent organizational, time-management, and written/verbal communication skills
- Demonstrated project management skills.
- Motivated self-starter; comfortable working alone and in teams
- Excellent interpersonal skills with team members, volunteers, and clients, are required.
- Bilingual English / Spanish preferred
- Experience with CARES, HOMES, Foothold/Awards, Microsoft Office Suite, and Google Drive required.
- Understands the needs of low-income families and is comfortable working in a diverse setting.
- Ability to solve problems, make decisions, resolve conflicts, and listen.
- Demonstrated sensitivity and experience with and/or knowledge of domestic violence within and against disenfranchised communities, including individuals who identify as lesbian, gay, bisexual, transgender, queer, and/or HIV-affected, the elderly, and individuals with mental health issues.
- Additionally, possess the knowledge and skills necessary to develop strong linkages with the city and private housing agencies and secure permanent housing for the homeless population.

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

- This is a full-time, non-exempt position. Workdays and hours are generally 9:00 am to 5 pm Monday – Friday except for Thursday 8:00 am to 4 pm.
- Additional hours may be required to meet program deadlines or client needs.
- Willingness and ability to travel throughout NYC at least 50% of the time.
- Must be willing to work occasional weeknights 5–8 pm and weekend dates as required, whether in the Bronx or Manhattan.

**Salary: Low 50K**