



Job Posting

December 4, 2018

POSITION

Housing Specialist, Brownsville Homebase program

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$37,000 to \$40,000, annually

REPORTS TO

Program Director & Assistant Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Homebase Program is NYC premier homelessness prevention program. The community-based initiative assists households who are at-risk of shelter entry in order to resolve their housing crisis and lay the groundwork for self-sufficiency. The Housing Specialist will be responsible for securing permanent housing throughout NYC for Homebase clients. He/she will:

- Conduct on-the-ground outreach to identify new housing resources
- Develop and maintain linkages with brokers, landlords, real estate companies, and management offices that lead to housing placements; facilitate appointments and accompany participants to apartment viewings
- Conduct housing inspections for clients who have been approved for apartments
- Work with brokers/landlords to obtain documentation **such as leases, deeds, W9's, etc.**; assist clients with completing housing applications
- Work closely with Case Managers to expedite placements and make recommendations for successful moves
- Assist Program Director and Assistant Director to ensure performance objects, including number of households rehoused, are met
- Work with all Homebase staff to ensure client housing needs are being addressed in a timely and thoughtful manner
- Other duties as assigned by his/her supervisor.

COMPETENCIES

- 1 year experience in rehousing homeless families OR in background in real estate.
- Extremely flexible and willing to travel to meet with clients, brokers, real estate companies, landlords, and other community partners throughout the five boroughs
- Entrepreneurial spirit, ability to problem solve, build relationships, and a sense of humor
- Ability to work to tight deadlines
- Ability to prioritize and successfully multitask
- Ability to conceptualize challenges and communicate effective solutions
- Ability to successfully manage multiple relationships

EDUCATION EXPERIENCE

High School Diploma or Equivalency **Required. Bachelor's Degree preferred.**

APPLICATION DEADLINE

Rolling

SUBMIT RESUME AND COVER LETTER TO

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