

Job Posting

POSITION

Case Manager – PREA

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

38,000-40,000

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Puerto Rico Evacuee Assistance Program (PREA) was established to assist individuals and families who evacuated Puerto Rico and the U.S. Virgin Islands during the 2017 Hurricane Maria. The case manager will work with those affected to relocate them into permanent housing and establish a plan for long term housing stability. He/she will:

- Manage a case load of 15+
- Assess prospective clients and determine eligibility for the program
- Outline action plans that establish a path to permanent housing
- Facilitate applications for permanent housing subsidies and apartment relocation expenses
- Ensure access to NYC entitlements
- Coordinate access to in-house grants for housing relocation expenses
- Conduct one-on-one budgeting and financial coaching sessions with clients
- Refer clients for services including job training, education, and financial literacy
- Ensure clients obtain housing within a limited timeframe
- Other duties as required by your supervisor

COMPETENCIES

- **Bilingual English/Spanish preferred**
- Disaster Case Management experience a Plus
- A commitment to social justice and experience working for non-profit organizations
- Excellent communication skills and ability to advocate
- Ability to work independently and collaborate with a team
- People personally affected by Hurricane Maria strongly encouraged to apply

EDUCATION EXPERIENCE

Bachelor's degree required

SUBMIT RESUME and COVER LETTER TO

Kesha Jagdeo, Director of Empowerment Services, at kjagdeo@riseboro.org