



Job Description

Position:	Housing Specialist
Program/Department:	Transitional Living Community (TLC)
Reports to:	Social Work Supervisor
Work Location:	East New York, Brooklyn
Hours:	Full Time

Position Summary:

TLC is a transitional living community for mentally challenged homeless women. The Housing Specialist works the other staff to ensure that the clients are prepared for permanent housing, employment and by facilitating TLC's working on hand with client to achieve goals towards permanent housing, and the facilitation of housing educational groups and providing resources. The Housing Specialist collaborates with various housing providers which includes, Department of Homeless Services housing unit, landlords, Realtor, Section 8, CityPheps, SOTA, and prosperity managements to obtain housing for the participants.

Responsibilities:

- Document all services rendered and client's housing activities in CARES and Foothold AWARDS programs.
- Work with the following agencies to secure housing resources and referrals to aid resident with securing suitable housing; Department of Health and Mental Hygiene, Department of Homeless Services, Housing Urban Development, NYC Department of Housing Preservation & Development, New York City Housing Authority and Section 8. (i.e. DOHMH, DHS, HUD, HPD, NYCHA, and Section 8)
- Cultivate and maintain strong working relationships with landlords and realtors in the community
- Conduct housing workshops and activities to educate consumers on all potential housing opportunities and distribute valuable resources
- Coordinate apartment viewings and interviews with landlords and supported housing providers in the community
- Meet with all residents weekly to monitor and evaluate housing search activities
- Monitor the submission and processing of all housing applications to ensure clients' access all appropriate housing opportunities
- Develop a housing procurement, financial, and self-sufficiency case management plan with clients. This shall include intake interview to determine client's needs, goals, and eligibility.
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing.
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, Department of Homeless Services, collaborating agencies, debtors and creditors). Serve as an ongoing liaison between property managers

EQUAL OPPORTUNITY EMPLOYER



Brooklyn Community Services

- Provide pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency; this includes support, advocacy, reducing isolation, listening, problem solving, and identification of resources to assist with reintegration of participants in the community
- Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities
- Maintain accurate daily logs records, monthly outcome reports, and files for each client
- Transport clients as deemed necessary. Transportation requirements should be limited to housing and job searches and occasional visit to relevant social service agencies.
- Collect and report program data, including but not limited to HMIS reporting and funders' required data.
- Attends all monthly housing meeting with Department of Homeless Services and other meetings assigned by Supervisor.
- Assume other responsibilities as assigned by Program Director and Supervisor

Qualifications Required:

- Bachelor Degree in Human Services or Social Work with two years of experience working with homeless and/or serious and persistent mentally ill population or MSW with one year of related experience.
- Fingerprinting and criminal background check required.

How to apply:

[Click here to apply to the Housing Specialist role](#)