



HOUSING/VOCATIONAL SPECIALIST JOB DESCRIPTION

Position Summary:

The Housing/Vocational Specialist will work under the supervision of the Social Work Supervisor of the Allen Women's Resource Center. The Housing Specialist will provide crisis intervention services to domestic violence victims and their families. The Housing Specialist will be expected to learn and integrate a trauma-informed, client-centered approach in working with clients and will be responsible for establishing and overseeing a housing plan for each family in the shelter, from the time of admission to discharge. The Housing Specialist provides assistance, information, and support to residents in domestic violence shelters around securing safe, appropriate housing using subsidies and/or other available resources in the city that suit the family's needs and to maintain residential stability. He/she will be responsible for documenting housing activities in a confidential, timely, and concise manner. This position will require regular and in-person interaction with families.

Responsibilities:

- Assess client's housing and entitlement needs and collaborate with residents to establish short and long-term goals and objectives for housing, entitlement programs, medical exams, and employment.
- Advocate for and refer clients to appropriate resources and track the outcomes of those referrals, related to housing, public assistance, medical exams, and other entitlements.
- Develop and maintain a database of resources, including a listing of brokers, landlords, and property management companies.
- Assist client in securing and completing applications for housing.
- Identify and assist clients in obtaining relevant documents needed for applications for housing.
- Attend apartment viewings and assist clients in moving into supportive and/or permanent housing by advocating on clients' behalf with landlords, attending lease signings, and ensuring utilities are turned on, assisting with the move-out, etc.
- Develop and facilitate educational workshops and groups focused on housing (including available housing resources, apartment search techniques, mock interviews, budgeting, landlord/tenant rights, and other best practices).
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain or maintain housing.
- Identify, research, and obtain contact and resource information related to job readiness and educational options
- Conduct hotline pre-screenings, and intake assessments with potential residents.
- Assist the Case Management teams by helping with creation of an initial and on-going plans; learning more about resources; and making recommendations around coordination of public benefits and employment for residents as they pertain to securing housing
- Perform data entry into the shelter referral and placement system (SORTS) and provide necessary documents and reports to city and state funding sources.
 - Monitor SORTs for DPE and submit information for extensions.

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- Preparation of Discharge Summaries
- Develop and maintain case records that document services provided to residents, including regular progress notes, correspondence on behalf of residents, and interagency correspondence relating to clients.
- Participate in orientation of new clients
- Prepare parents and children for enrollment in proper school
- Participate in staff meetings, community meetings, and relevant training and seminars.
- Represent AWRC at city and statewide coalitions, task forces and committees related to housing.
- Ascertain and respond to client's aftercare needs.
- Assist in the daily operations of the shelter and other duties as assigned.

Qualifications:

- Associate degree in human service or related field and a minimum of two years housing and/or entitlements experience; OR a High School Diploma and at least four years of prior direct service experience in a social service setting and knowledge of housing and/or entitlements is required.
- Knowledge of a variety of community housing resources to support victims of violence and obtaining/maintaining permanent housing
- Knowledge of public benefits eligibility and problem solving and how it intersects with housing subsidies and eligibility
- Some knowledge of Job Readiness and educational options in the NYC area
- Experience working with survivors of intimate partner and family violence and other victims of crimes preferred. Must demonstrate sensitivity towards understanding victimization, specifically the experiences of domestic violence survivors.
- Able to work a flexible schedule that can include evenings, weekends, and holidays.
- Strong verbal and written communication and organizational skills.
- Knowledge of Microsoft Office, specifically Word and Excel.
- Ability to work under pressure in a calm and reassuring manner.
- Must be a team player.

Program Type: Full-Time

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