

**KIANGA HOUSE SHELTER**

**1504 Bedford Ave • Brooklyn, NY 11216 • (Tel) 718-953-2788 • (Fax) 718-774-6552 • KiangaHouse@aol.com • www.kiangahouse.org**

**Housing Specialist**

**Overview:**

**The Housing Specialist is responsible for permanent housing placement for all families of the shelter. The Housing Specialist will be responsible for the successful placement of the families in accordance with Kianga House and other agency contractual requirements.**

***Principal Duties & Responsibilities:***

•Meet with the family within 48hrs of their arrival to the facility; assess their housing needs and eligibility for subsidized housing. Assist the family in obtaining the needed documentation to obtain permanent housing.

•Completes Initial Housing Plan, and progress notes in the Uniform Client Chart (CARES data entry and supporting documentation).

•Ensure supporting documents are printed and filed in designated sections in client chart.

•Ensures that clients understand and work towards meeting their responsibilities as outlined in the Client Code of Conduct.

•Provide comprehensive case management, including counseling services and other appropriate supportive services, to include developing a family-specific housing plan

•Collaborate with the case management staff in advocating for housing entitlement and needed supportive services for the family.

•Obtains discharge contact information from client at lease signing and completes all necessary documentation. Documents all related information in progress notes

•Source, contact and follow with potential housing resources and leads.

•Establish and develop new linkages with real estate brokers and landlords. Maintain an active roster of real estate brokers and landlords.

•Cultivate relationship with permanent housing providers.

•Become an expert in subsidized housing programs.

•Coordinate services offered by shelter staff, landlords, city agencies, community agencies and all other aspects involved in securing permanent housing.

•Conduct on-site housing workshops for clients.

•Track all referrals and provide on-going follow-up to clients and feedback to sources and leads.

•Assist clients with completing relevant applications for housing subsidies and programs. Advocate on behalf of the clients to ensure that they receive the appropriate subsidies.

•Arrange apartment interviews with landlords and accompany clients to view potential permanent housing, as needed.

•Liaise with rental agents and landlords to ensure that potential housing meets requirements for “client readiness” and act as expediter, as needed.

•Ensure successful transition of families into permanent housing and provide clients with local community information and resources that they can rely upon in solving problems that may arise.

•Maintains client data in the Uniform Client Chart. Ensures that the CARES data entry and supporting documentation is complete, accurate and current at all times. Maintains a hard copy of printed data and supporting documentation in the client charts.

•Performs timely and accurate input of all required client information in the Uniform Client Chart (CARES data entry and supporting documentation) to ensure compliance with OTDA regulatory requirements; DHS contractual requirements and WIN Standards.

•Prepare all mandated reporting as required by supervisor, contract agency and funding agency.

•Actively participate as a member of the shelter’s multi-disciplinary team.

•Attend shelter meetings, agency-wide meetings and staff training, as agreed to with supervisor.

•Assess effectiveness of referral agencies and provide feedback to supervisor, as appropriate.

•Prepare all mandated reporting as required by supervisor, contract agency and funding agency.

•Other special projects and responsibilities, as needed.

**Qualifications:**

•B.A. in Social Services or related field with two (2) years’ experience working with or within the New York City housing market or two (2) years of college plus five (5) years’ experience working with or within the New York City housing market.

•Familiarity with housing entitlement systems and procedures.

•Excellent organizational, written and verbal communication skills.

•Ability to interact effectively with the client population and representatives of government and private agencies.

•Ability to work effectively in a team environment.

•Willingness and ability to travel to potential housing sites, as needed.

•Knowledge of computer skills would be helpful.

•Bilingual – English/Spanish would be helpful.

**Compensation**: $42,000 - $44,000 annually

• Status: Full-time (35 hours per week)

• Benefits: BNIA/Kianga House offers a comprehensive benefits package including health

insurance, dental insurance, 401(k) retirement plan with employer match, paid time off

(vacation, personal, and sick time), and paid holidays.

If interested please send your cover letter and resume to: **ACarrington@KiangaHouse.org**