

## **Job Description** **Housing Services Coordinator**

August 2007

New Destiny Housing Corporation is a citywide not-for-profit with the mission of providing housing and services to low-income domestic violence survivors and others at risk of homelessness. New Destiny owns and manages 49 units in Brooklyn and Manhattan that serve domestic violence survivors and other low-income families. In addition, New Destiny operates HousingLink, a training and counseling program on housing tailored to the needs of domestic violence survivors, and maintains a telephone housing helpline for domestic violence survivors and their advocates.

New Destiny is seeking a full-time Housing Services Coordinator to provide information and counseling on permanent housing options to Spanish-speaking callers to the Housing HelpLine, to conduct training workshops, and to assist with the development of a program designed to link qualified domestic violence shelter residents with affordable permanent housing. The qualified candidate will report directly to the HousingLink Coordinator and have the following responsibilities:

**(1) Assist with the Housing HelpLine**

- Respond quickly and appropriately to callers, especially Spanish-speaking callers, seeking assistance with permanent housing issues
- Advocate, where appropriate, on behalf of callers
- Input information about callers and track outcomes for a Housing HelpLine data base
- Assist with the development of an advocacy agenda designed to improve permanent housing options for domestic violence survivors

**(2) Conduct Permanent Housing Training Workshops**

- Assist the HousingLink Coordinator to conduct workshops for residential and nonresidential service providers who serve Spanish-speaking clients
- Prepare basic materials in Spanish for distribution at workshops
- Provide direct training to Spanish-speaking residents of domestic violence shelters

**(3) Assist with Development of Project Safe Home**

- Assist the HousingLink Coordinator to develop systems for tracking housing applications made by shelter residents to vacant rental units
- Interface with the property manager of vacant units and with shelter staff to troubleshoot problems and track the status of applications
- Develop and deliver a training curriculum at the shelters to help residents prepare permanent housing applications

**Qualifications:** The qualified candidate must have an B.A. degree and a minimum of 2 years work experience in social work, community organizing, and/or affordable or supportive housing. The candidate must be fluent in spoken and written Spanish. Experience working with domestic violence survivors is a plus. Knowledge of NYCHA or Section 8 housing and experience navigating government bureaucracies are highly desirable. Other requirements include excellent speaking and writing skills, computer literacy, tenacity and commitment, and the ability to work independently. Salary commensurate with experience. Excellent benefits. Email resume and cover letter to New Destiny at [resumes@newdestinyhousing.org](mailto:resumes@newdestinyhousing.org).

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