Benefits and Housing Advocate

Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 128-year-old settlement house that provides an extensive array of effective and integrated services—social, educational, legal, health, housing, mental health, nutritional and fitness—which significantly improve the lives of 16,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and more. For more information on Lenox Hill Neighborhood House, please visit lenoxhill.org and check us out on Facebook or Instagram.

Lenox Hill Neighborhood House has an immediate opening for a Benefits and Housing Advocate who will help assess eligibility and provide direct assistance to our Older Adult clients on a variety of governmental benefits including SCRIE, Medicaid, Medicare, Supplemental Needs Trusts, Medigaps and more. The Benefits and Housing Advocate will play an integral part in helping low income and eligible Older Adults access these benefits, maintain coverage and ultimately increase their overall wellness and financial stability. This position will be primarily deployed in our Older Adult Centers – the Center @ Lenox Hill Neighborhood House and the Older Adult Center @ Saint Peter’s Church, serving adults 60 and older from diverse backgrounds and abilities (from the very active to the very frail) residing in New York City. The Benefits and Housing Advocate will also spend some time assisting clients across all other Older Adult Services including our Geriatric Care Management and Caregiver Programs. As an integrated 128-year-old settlement house, our comprehensive continuum of care addresses the holistic needs of our clients: we directly provide housing, education, healthy food, financial resources, case management, mental health services and arts-based programming to those most in need in our community.

Reporting to our Director of Government Benefits, the Benefits and Housing Advocate will:

- Conduct client intake and interviews and provide advice, counseling, advocacy, direct assistance and referrals to Older Adult clients as eligible
- Complete government benefit and entitlement applications for Older Adults including but not limited to Medicaid, SNAP, SCRIE, EPIC and Medicare Savings Programs, to facilitate their financial security and aging safely in place
- Collaborate with clients, family members and caregivers to gather necessary information and documents to complete applications
- Timely maintain and input accurate case records in associated databases
- Work collaboratively with Neighborhood House staff from a variety of departments and disciplines as well as our community-based and government partners
Complete all other responsibilities and duties as assigned by the Director of Government Benefits

Qualifications:
A successful candidate will demonstrate: an interest in expanding access to governmental benefits and a commitment to social justice; excellent written and oral communication skills; the ability to respond sensitively to the needs of our clients; proficient computer skills; and the ability to work both independently and as part of a team in a fast-paced environment. **BA or BS degree with relevant experience required.** Fluency in Spanish is preferred. This is a 1199SEIU union position with competitive salary and a comprehensive benefits package.

To Apply:
Applicants should send a cover letter, resume and list of references to benefits@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.

At Lenox Hill Neighborhood House we value respect, integrity, diversity and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.

Lenox Hill Neighborhood House is a client-facing and essential community-serving organization. To keep our clients and our colleagues safe, and to comply with various governmental contractual requirements, all new employees must be fully vaccinated against Covid-19 (except where valid medical exemptions apply) and will be required to submit proof prior to the time of onboarding.