Job Announcement

Job Title: Housing Specialist (Part-Time), Client Services
Reports To: Manager, Pathways to Empowerment (P2E)

Womankind uses the multidimensionality of our Asian heritage to work alongside survivors of gender-based violence (GBV) as they build a path to healing. We are working tirelessly to create a future where we Rise Above Violence and our communities can innovate towards collective well-being, restoration, and social justice. In addition to promoting healing and safety through service provision, Womankind promotes gender justice through research, coalition building, policy analysis, and community education and mobilization.

As a part of the Womankind team, the Housing Specialist will work with both our residential as well as community programs to improve housing outcomes for our client base. The Specialist will work with advocates as well as Associate Directors to create housing strategies that optimize the wellbeing of survivors we work with. This is inclusive of working with the current housing programs that are available to GBV survivors within New York City.

This is a hands-on role that involves both micro-level work as well as macro-level work. It will be the responsibility of the Specialist to conduct assessment of ongoing needs of the current client base and work with counseling staff to develop strategies to support obtaining and maintaining of safe and independent living environments. The Specialist will additionally play an advocacy role in voicing the needs of survivors to local coalitions and taskforces that are developing policies and best practices when working with GBV survivors. The specialist will work with the Pathways to Empowerment team, which is inclusive of staff with technical skills in workforce readiness as well as benefits and entitlements expertise, to support a holistic and comprehensive understanding of empowerment and self-sufficiency.

The Housing Specialist along with the Pathways to Empowerment colleagues will build out a program that is comprehensive within the agency looking at self-sufficiency in a more trauma-informed and survivor-centered lens.

Essential Functions

- Work collaboratively with staff and clients to provide quality and comprehensive services regarding housing needs and/or available housing programs
- Provide individual sessions to clients and/or their respective Advocates to assess housing needs, challenges, and barriers
- Conduct outreach to landlords, brokers, and real estate parties to build relationships as well as expanding housing resources
- Accompany clients to apartment viewings and support their comprehension of safe and unsafe living standards
- Develop and maintain external partnerships with real estate professionals and other social service organizations
- Design and provide necessary training to staff on overall housing programs
- Conduct workshops to housing voucher recipients while highlighting trends as well as common and individual barriers
- Represent agency in housing-related committee and coalition meeting to receive updates and trends in housing, advocate challenges and explore resources
• Work in partnership with program team to build collaborative work environment.
• Engage in outreach activities to support spreading the work about Womankind’s work.

Qualifications

• Deep commitment to Womankind’s mission
• Bachelor’s degree required (social sciences major preferred). Masters a plus
• Knowledge of different housing opportunities available for survivors of GBV
• Knowledge of NYC tenants and renter’s rights or willingness to learn
• The ideal candidate is able to understand the complex elements of NYC’s housing programs
• Some counseling experience (individual and group) in areas of trauma a plus
• Willingness and motivation to work with clients and advocates to support understanding and navigation of the housing process
• Willingness to travel to both residential and community program sites
• Strong communications skills, both oral and written
• Excellent organizational skills, attention to details, and strong follow up skills
• Ability to be self-directed and highly motivated
• Must be proficient in MS Office (Excel, Word, Outlook, and PowerPoint)
• Asian language ability preferred
• Cultural sensitivity a must
• Flexible hours required
• Team-player personality required

Compensation

This is a part-time position at an average of 16-20 hours a work week. Salary will be commensurate with experience but is based/pro-rated for a $50K-$53K annualized salary.

How to Apply

Email resume and cover letter to: careers@iamwk.org. Please include your name and “Housing Specialist” in the subject line. No phone calls, please.

Womankind is an Equal Opportunity Employer.