



## **Housing Coordinator - HousingLink**

Founded in 1994, New Destiny Housing Corporation is a New York City non-profit with the mission of ending the cycle of violence for low-income families and individuals at risk of homelessness and domestic violence by connecting them to safe, permanent housing and services. To achieve our mission, we build and manage permanent, affordable housing with on-site services; offer innovative programs that empower domestic violence survivors to find and retain affordable housing, and educate and advocate to expand access to permanent housing resources for low-income families.

HousingLink is an innovative citywide program that provides a continuum of services to prevent or reduce shelter use and support housing stability for low-income domestic violence survivors and their children. In collaboration with five borough-based Family Justice Centers (FJC), HousingLink connects domestic violence survivors with apartments in affordable housing and other housing options. HousingLink provides skill-building workshops and technical assistance to domestic violence survivors and their advocates to help them overcome obstacles related to finding and maintaining safe housing and increase their knowledge of permanent housing options.

New Destiny Housing is seeking a Housing Coordinator to join the HousingLink team. The qualified candidate will report directly to the Director of HousingLink and have the following responsibilities:

### **Housing Counseling**

- Meet with survivors who are clients of the Family Justice Centers in one-on-one meetings to conduct case assessments and provide housing consults around permanent housing options, including eligibility for various affordable housing programs.
- Maintain transparency with program participants and referring agencies through regular updates and communication. A Housing Coordinator will have an average caseload of 30 active participants at different stages in the process, requiring different levels of active communication.
- Based on safety, income, and housing history assessments, help participants determine which housing option(s) is most suitable for them and their families.
- Review credit reports and background checks focused on credit, housing, and criminal history, to assess eligibility for various housing options.
- Produce participant financial summaries that include projected annual income, average monthly cash flow and budget, and debt payment and debt to income ratio information.

### **Supportive Services**

- Work with participants to identify housing barriers such as low or volatile income, unreliable childcare, or credit history and design an individualized service plan to assist participants in overcoming these barriers.
- Provide referrals and linkages to services necessary to help participants overcome housing barriers.
- In accordance with program guidelines, assist participants in requesting financial assistance to cover things such as childcare, workforce or education development programs, and moving expenses.

## **Placement**

- Support the Manager of Housing Partnerships in matching appropriate applicants to available housing units, and assist with setting up application submission, interviews, and apartment viewings.
- In accordance with internal policy, assist participants in determining the type and amount of financial assistance needed to support the transition to permanent housing.
- Provide internal handoff to the Aftercare Coordinator to ensure the participant remains supported after move-in.

## **Data Management & Analysis**

- Maintain HousingLink data integrity by entering and updating participant information, such as assessments, case notes, and demographic data, to the HousingLink database in real-time.
- Independently review internal progress reports to determine personal progress toward annual goals.

## **Partnership Management**

- Coordinate with FJC staff on client eligibility for the program and support a referral system for channeling FJC clients to HousingLink staff.
- Actively network with FJC staff to maintain active referral flow and provide support when needed.
- Conduct case conferences with HousingLink Director and FJC staff, as needed.

## **The ideal candidate will:**

- Have at least (3+ years) of experience working in the fields of domestic violence, housing, economic empowerment, or related field. *Lived experience with domestic violence and/or housing insecurity will be considered equally to professional experience.*
- Have professional proficiency in one of the ten designated citywide languages (preferred).
- Be proficient in reading personal finance documents (paystubs, tax returns, credit reports) and utilizing Microsoft Excel to analyze them.

- Be responsible, flexible, a self-starter, and able to work independently.
- Be an excellent oral and written communicator.
- Have experience in interacting with people from diverse backgrounds.
- Be familiar with local and federal housing subsidies (CityFHEPS, FHEPS, Section 8, etc.).
- Be comfortable traveling within NYC as needed to provide support to participants and HousingLink activities.

New Destiny is committed to the safety of all employees and clients within our organization and programs. In accordance with New York City's vaccine mandate for the City workforce and employees of organizations with human services contracts, this position requires candidates to provide proof of being fully vaccinated or evidence of starting the process of becoming fully vaccinated before beginning their employment. This organization will consider accommodations for bona fide medical or a sincerely held religious, moral, or ethical belief.

*New Destiny is an equal opportunity employer. People of color, people who identify as lesbian, gay, bisexual, and/or transgender, and survivors or people with lived experience are encouraged to apply. **Starting salary is in the range of low to mid \$50s.** Competitive benefits. A hybrid model allowing for work-from-home days will be available for this position.*

Email resume and cover letter to New Destiny at [resumes@newdestinyhousing.org](mailto:resumes@newdestinyhousing.org) including "HousingLink- Housing Coordinator" in the subject line.