

**POSITION/TITLE**

Eviction Prevention Outreach & Case Coordinator

EMPLOYMENT STATUS

Full-time, Exempt

REPORTS TO

Housing Coordinator

Flatbush Development Corporation is dedicated to meeting the needs of a diverse Flatbush Community. FDC identifies and responds to these needs by creating programs, campaigns, and partnerships through economic development, housing, youth and other initiatives that promote enhanced quality of life, safety, and preservation of our neighborhood. People, businesses, and ideas come to Flatbush to bloom and flourish! The diversity and commitment of our community creates energy and passion for progress. FDC, 44 years in the making, is the catalyst and agent of change that ensures that an enhanced quality of life and shared prosperity is a reality for all.

JOB DESCRIPTION

Flatbush Development Corporation is seeking a well-rounded, outgoing, friendly individual who has a passion for working with people in a community setting. The Eviction Prevention Outreach & Case Coordinator will organize and conduct outreach. They will provide a holistic approach to case management focusing on eviction prevention, housing court advocacy and resolving landlord/tenant issues such as succession rights, obtaining repairs and public benefits (emergency grants, SNAP, Medicare Savings Program, SCRIE, DRIE, etc). The Coordinator will also provide, monitor and track all relevant referrals such as legal, immigration, and other services not directly provided by FDC.

PRIMARY RESPONSIBILITIES

- Must be willing to travel within Brooklyn to conduct outreach on a weekly basis. Must be able to work some evenings and weekends.
- Provide housing related comprehensive case management services to all clients including: intake assessment, goal setting, weekly case plan development, progress monitoring, individual money management, tenant education, advocacy, and referrals.
- Accompany and or prepare the client for housing court matters: Non-payments, Holdovers, Marshall's Notice, Order to Show Cause, HP Actions and Abatements.
- Provide all required documentation in a timely manner, which may include client follow-up, outcome evaluation, client contact sheets, and evaluations.
- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.
- Contact landlords to mediate repair issues; overcharges, lease renewal issues, nuisances, etc.
- Assisting clients with calls or online complaints to 311 and tracking progress.

- Completing applications with DHCR in regards to: succession, rent reductions, overcharges, MCI's, lease renewals and tracking progress.
- Ensure that all documents submitted on behalf of a client are accurate, timely and documented.
- Connect families with needed and available community resources. Follow-up with clients and agencies as appropriate to document use/success of the referral.
- Meet with clients weekly or bi-weekly for up to 12 months. For the first six months of a client's participation in the program, at least 80% of follow-up meetings should be held in-person rather than over the phone.
- Other duties assigned by supervisor.

QUALIFICATIONS

- Bachelor's Degree in Social Work or a related field with at least 2 years of experience or 3 years experience working directly in Eviction Prevention as described above.
- Experience working with persons in crisis; be culturally competent and have a strong sense of respect for confidentiality involving both clients and fellow employees.
- Excellent organizational, verbal, written and math skills.
- Knowledge of community resources and counseling/social work practices with high-risk populations.
- Ability to work independently with a strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
- Bilingual preferred: Haitian Creole/Spanish

If qualified, please forward your **cover letter and resume** with the subject line "Eviction Prevention Outreach & Case Coordinator" to hr@fdconline.org. Learn more about FDC at www.fdconline.org.

FDC is proud to be an Equal Employment Opportunity and Affirmative Action employer. FDC does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.