



Southside United H.D.F.C. – Los Sures®

Developing and Preserving a Sustainable Community Since 1972

Job description

Southside United H.D.F.C., better known as “Los Sures®,” is a community-based, non-profit organization that has served as an integral part in rebuilding the South Side of Williamsburg, Brooklyn since 1972. Los Sures has undertaken large-scale rehabilitation of many buildings, allowing families and individuals to live comfortably and creating a safe and sustainable neighborhood. Additionally, the organization provides a multitude of much-needed services, including a senior center and a food pantry.

The Community Service Coordinator will report to the Social Services Director. The Community Service Coordinator will be responsible for providing service coordination to community residents. His/her responsibilities will primarily include:

- Provide general case management (including intake) and referral services to community residents.
- Refer and link residents to supportive services.
- Document all work with community residents in Family Metrics.
- Develop educational and wellness programs for community residents.
- Conduct SNAP Screenings
- Provide information & referral, advocacy, translation services, and general supportive counseling to clients around entitlements and other issues
- Assist clients with various applications such as public assistance, SNAP, Medicaid, Medicare, Home Attendants, low-income tax forms, etc.
- Prepare intakes and assist community residents collecting documentation for virtual taxes with the Food Bank for NYC.
- Provide support to other social service programming and work as part of the Social Services team
- Participate in community-wide events/meetings as needed such as the Domestic Violence Candlelight Vigil, block parties, holiday celebrations, etc.
- Other duties as needed

Qualifications:

- Bachelor's degree is preferred
- Fluency in Spanish is a must
- Experience working with low-income population
- Knowledge of public benefits system and supportive services for seniors and others
- Strong organizational, time management, and communication skills

Send Resume & Cover Letter to: Guadalupe Rivera, Email: GRivera@lossures.org