



625 Jamaica Avenue
Brooklyn, NY 11208-1203

T 718 647 2800
F 718 647 2805
info@cypresshills.org

cypresshills.org

JOB ANNOUNCEMENT

Tenant Counselor Full-Time

The Cypress Hills Local Development Corporation (CHLDC) is a multi-service, nonprofit community development organization and settlement house in Cypress Hills, Brooklyn. We serve 11,000 residents annually, and our programs include career and education programs, community development, community organizing, housing counseling, and youth and family services. With community residents leading the way, the mission of CHLDC is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing in a safe and green urban environment, and develop leadership skills to transform their lives and community.

CHLDC's Housing Counseling division is seeking a full-time **Tenant Counselor**. The Tenant Counselor will counsel and represent low-income tenants to prevent eviction, secure apartment and building repairs, stop harassment, and otherwise resolve tenant-landlord conflicts. This work will also include advocating for individual tenants in Cypress Hills/East New York who are suffering from harassment and displacement particularly due to the recent re-zoning of the neighborhood. This work is part of an organizational strategy to preserve affordable housing and build community leadership.

JOB RESPONSIBILITIES:

- Educate, Counsel and advocate for tenants individually to resolve housing problems, obtain repairs, prevent evictions, fight discrimination and exercise applicable rights and protections
- Assist renters in securing housing & utilities entitlements/benefits and subsidies; e.g. SCRIE & DRIE, ERAP, one shot deals, HEAP, CityFHEPS, Section 8, etc.
- Mediate with landlords on behalf of tenants and help tenants navigate government agencies, HCR, HPD, etc.
- Refer renters to other programs of agency and community partners (e.g. Single Stop and HomeBase) to obtain public benefits and legal services
- Document work and enter notes into database systems, e.g. Counselor Max
- Plan and conduct outreach activities through presentations at senior centers, houses of worship and other community based organizations; mailings, phone calls and email blasts; agency social media; neighborhood canvassing; conducting workshops, etc.
- Collaborate with the Tenant Organizer/Counselor to identify buildings to organize in, assist with door knocking, etc.

- Strengthen and/or develop relationships with community-based advocacy and social services organizations
- Plan and lead educational tenant workshops
- As required by HUD's rule, obtain the Housing counselor certification
- Provide monthly narratives and statistical reports on work accomplished

JOB QUALIFICATIONS:

- BA preferred , AA degree required, Urban Planning, Social Work,
- At least 4 years relevant work, or equivalent educational and work experience
- Excellent *communication skills*
- *Team player*, quick learner and ability to work independently
- Hold or obtain HUD Counseling certification within 6 months of hiring
- Computer literate
- *Bilingual- English/Spanish or English-Bangla preferred*
- Committed to leadership development, community building, and community organizing as strategies for social change

COMPENSATION Range: \$50,000-\$60,000 dependent on experience with comprehensive benefits

TO APPLY: Please forward cover letter, resume, and three (3) references to Rene Arlain at renea@cypresshills.org. Three (3) written and signed reference letters will be required if chosen for the position.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans