



Housing Advocate

(Access to Care, Nassau County & Suffolk County, NY)

The Housing Advocate is part of a team assigned to primarily work on homeless prevention and rapid re-housing funded through ERAP and ESG grants. The Housing Advocate will perform targeted community outreach to inform communities in need about the availability of these programs, conduct assessments to determine eligibility for individual clients, and assist clients in applying for rental arrears. In response to the Coronavirus Pandemic (COVID-19), these special grants are expected to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19) and are anticipated to extend up to 2 years, depending on expenses.

Responsibilities

- Conduct outreach and engagement with area resources and providers to ensure access to the target population.
- Disseminate program literature and increase awareness of the program.
- Complete screening and intake, determine eligibility, gather supporting documentation.
- Assist clients to complete applications, upload to the state portal (ERAP only).
- Conduct apartment inspections as needed.
- Complete monthly check in for clients enrolled in the ESG-CV program.
- Communicate, engage, advocate on behalf of tenants and mediate conflicts with landlords.
- Assist to prevent eviction and or promote housing stability related to COVID-19.
- Provide referrals, case management services, advocacy, and housing counseling for clients.
- Link clients with entitlements, supported or affordable housing programs or assist to secure/ maintain decent, affordable permanent housing in the community.
- Develop, implement and coordinate ESG program plan with target goals and objectives. Adapt according to community and agency needs. Review and revise plan regularly.
- Foster and develop longstanding partnerships with Nassau County contract management, community-based organizations, and other similar organizations with the purpose to act as a professional liaison and increase direct referrals to the ESG and other (Care Coordination, Housing, and Mental Health) services and programs.
- Represent Options programs and services in a professional manner at community meetings, events, and networking activities on behalf of Options.
- Other relevant tasks as assigned by management.

Qualifications

- High School Diploma or GED (Associates or bachelor's degree preferred).
- Housing experience and bilingual (English/Spanish) preferred
- Strong organizational skills
- Possesses an ability to learn, understand and apply program regulations
- Possesses effective verbal and written communication skills

- Working knowledge of computer database applications.
- Must be able to communicate knowledgeably about the local services and systems of care.
- Valid driver's license, safe driving record and access to a car are required.

Work Schedule:

Monday through Friday (35 hours/week)

8:00 am – 4:00 pm,

8:30 AM – 4:30 PM,

or 9:00 AM – 5:00 PM

Benefits

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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For more information, call **(631) 361-9020 ext. 1105**