

## **Job description**

POSITION TITLE : Housing Specialist

REPORTS TO: MRAP Program Coordinator

Hours/Week: 40 HRS (Full Time)

FLSA Definition: Exempt

---

### Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

### Housing Specialist:

As a Housing Specialist for The Migrant Relocation Services Program, you will play a pivotal role in securing housing and assisting with direct assistance to migrants undergoing the relocation process. The Housing Specialist reports to the Migrant Relocation Program Coordinator. The Housing Specialist will be primarily responsible for developing and maintaining relationships with real estate brokers, private landlords and management companies. In addition, the Housing Specialist will screen and assess clients assigned to the caseload for housing needs and will coordinate with the case management team to ensure clients obtain all necessary documents and assessments for housing placements. Furthermore, the Housing Specialist will accompany clients to housing interviews and apartment inspections, and will overall be responsible for assisting clients with placement in permanent housing.

### Key Responsibilities:

- Conduct initial assessments to identify family housing needs.
  - Develop and maintain relationships with real estate brokers, private landlords, landlord associations and management companies.
  - Collaborate with the Case Management Team to ensure clients have all necessary documentation, assessments, etc. needed for housing applications.
  - Ensuring that all housing units meet required standards.
- 
- Complete applications for housing
  - Ability to work with culturally diverse families
  - Collaborate with the team to ensure the safety and well-being of migrants.
  - Works collaboratively with other team members across the agency.
  - Assist the MRAP team with the coordination access to various services, including housing, education, language classes, and social services.
  - Work alongside the MRAP team as needed
  - Collaborate with the team to ensure the safety and well-being of migrants.

### Qualifications:

- Associate or Bachelor's degree with a minimum of 2 years of professional experience providing housing
- Knowledge of Suffolk County housing opportunities.
- Proven experience in housing, preferably with migrant or vulnerable populations.
- Excellent interpersonal and communication skills, and ability to collaborate successfully with multiple landlords.
- Ability to adapt to MRAP program protocols.
- Proficiency Spanish-speaker required.
- Compassionate, patient, and empathetic demeanor.
- Strong organizational and time-management skills.
- Must have a valid driver's license and drive families in their car as needed.

## Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA)
- 403b Retirement Account
- Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year.
- Five additional PTO dates will be offered as a wellbeing / self-care package.
- Professional development opportunities.
- A dynamic and inclusive work environment.
- The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24th to January 1st.

Job Type: Full-time

Salary: \$48,000.00 - \$52,000.00 per year

## Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Mileage reimbursement
- Paid time off
- Professional development assistance
- Vision insurance

## Ability to commute/relocate:

- Patchogue, NY 11772: Reliably commute or planning to relocate before starting work (Required)

Language:

- Spanish (Required)