



SERVICIOS PARA EL AVANCE DE LA MUJER

SERVICES FOR THE ADVANCEMENT OF WOMEN

110 N. Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, www.sepamujer.org

POSITION TITLE: MRAP Transition and Relocation Assistant

REPORTS TO: MRAP Program Coordinator

Hours/Week: 40 HRS (Full Time)

Salary range: \$48,000 - \$52,000

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.

Job Description:

As an MRAP Transition and Relocation Assistant, you will play a critical role in securing housing and providing direct assistance to migrants in the relocation process. This position reports to the Migrant Relocation Assistance Program Coordinator.

The MRAP Transition and Relocation Assistant will be primarily responsible for developing and maintaining relationships with real estate brokers, private property owners, management companies and stakeholder for collaboration and partnerships. As a member of the MRAP team, the Transition and Relocation Assistant will coordinate with the MRAP Program Coordinator to select and evaluate clients for housing needs, interviews and complete applications, housing inspection, and others. The Transition and Relocation Assistant will work hand in hand with the case management team to ensure clients obtain all necessary documents, and be responsible for assisting clients in placing them in permanent housing.

Additionally, the MRAP Transition and Relocation Assistant will support the MRAP team in fostering partnerships, conducting monthly orientation meetings with families, managing resources and donations, and providing operational support during family relocations.

This role as MRAP Transition and Relocation Assistant is critical to achieving the program's goals of ensuring stable housing and supporting migrant families in their resettlement journey. The MRAP Transition and Relocation Assistant should demonstrate dedication in building relationships, facilitating housing placement, and providing comprehensive support will be critical to the success and impact of the MRAP program.

Key Responsibilities:

- Cultivate and sustain relationships with real estate brokers, private property owners, homeowner associations, and management companies.
- Promote partnerships and collaboration between these entities to facilitate housing opportunities for MRAP families.
- Ensure all housing units meet required standards and specifications for MRAP families.
- Work closely with the case management team to ensure clients have necessary documentation, assessments, and other requirements for housing applications.
- Assist families in completing applications for housing placements.
- Support the management of documents and lease contracts between families, MRAP team, agents, and homeowners to facilitate smooth transitions and move-ins.
- Coordinate access to various services including housing, education, language classes, and social services for MRAP families.
- Provide operational support on family move-in days to ensure seamless transitions into new housing.
- Assist in developing and conducting monthly orientation meetings for families to provide essential information and support.
- Collaborate with the MRAP team and agency to ensure the safety and well-being of migrant families.
- Demonstrate sensitivity and ability to work effectively with culturally diverse families.
- Support in the coordination and management of resources and donations for families participating in the program.
- Additional Responsibilities: Undertake other duties and responsibilities as assigned to support the overall objectives of the MRAP program and agency.

Qualifications:

- Associate or Bachelor's degree social work or 2 years of professional experience in community engagement, preferably in a housing or migrant services context.
- Knowledge of housing regulations and procedures, particularly in relation to migrant populations.
- Excellent interpersonal and communication skills, and ability to collaborate successfully with multiple landlords.
- Case management experience.
- Ability to adapt to MRAP program protocols.
- Proficiency in English and Spanish is required.
- Strong organizational and time-management skills.

- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Ability to manage multiple priorities and work independently as well as part of a team.
- Cultural sensitivity and a commitment to promoting the well-being of migrant families.
- Must have a valid driver's license and drive families in their car as needed.
- Compassionate, patient and empathetic behavior with clients of the MRAP program and with those of the entire agency in general.

Benefits and Perks:

- 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 reviewed and approved annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24th to January 1st.

Language:

English (Required)

Spanish (Required)

Submit Resume and Cover Letter: jobs@sepamujer.org or apply online at Indeed.

Deadline to apply: December 15th, 2024

Job Type: Full-time

Salary: Salary is commensurate with experience (\$48,000 - \$52,000)

Location: The candidate must be able to reliably commute to our locations in Patchogue, NY, and Riverhead, NY.

SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability or sexual orientation.