

CLUSTER COMMUNITY SERVICES
Case Manager- Eviction Prevention

Department- Housing Resource Center

CLUSTER Community Services is a multi-service non-profit social service agency located in Yonkers, New York.

Full-time

This is a full-time position in our Housing Program providing a wide range of services related to housing for Westchester residents.

Responsibilities:

- Assess client eligibility for homelessness prevention and other support services
- Assist clients in developing an affordable budget and a self-sufficiency plan
- Negotiate with landlords/building managers and or their representatives(s) on behalf of clients
- Maintain client files; keeping all files up to date and properly archived and compile case statistics; maintain database spreadsheets and web-based systems (HMIS)
- When necessary, following up with client's 6 months after program exit to determine the stability of housing
- Conducting apartment inspections to determine habitability
- Maintaining regular contact and develop working relationships with court personnel, Department of Social Services (DSS) staff, and other partner agencies to ensure the effectiveness of our program and preserve client housing
- Assist with organizing and conducting workshops for clients that address budgeting, fire safety, tenant rights and other relevant issues
- Perform other duties as assigned by program supervisor, or agency directors.

Qualifications:

- Associates Degree required; Bachelor's Degree preferred
- 1-2 years of similar experience in housing/homelessness prevention and/or relevant social service case management experience
- Bilingual-Spanish and English a plus
- Excellent communication skills- written and verbal
- Strong comprehension of computer applications, including Microsoft Word and Excel
- Experience using web-based data management systems (HMIS)
- Ability to work well independently and within a team
- Valid driver's license and automobile a plus