

CLUSTER COMMUNITY SERVICES

Senior Case Manager- Eviction Prevention

Who we are.

CLUSTER Community Services is a 501©3, non-profit social service agency. CLUSTER's four core programs are Mental Health Residential Services, Westchester, Rockland and Bronx Mediation Centers, Youth & Family Programs, and the Housing Resource Center.

Established in 1975, CLUSTER is a multi-service, community-based organization that provides services throughout Westchester, Rockland and the Bronx. CLUSTER's mission is "To provide services and programs that assist residents in Yonkers and Westchester and Rockland County to build a better future for themselves and their communities. The focus of all our programs is the empowerment of individuals, families, and communities to fulfill their dreams and potential."

What we are about.

We stand firm as an Equal Opportunity Employer, committed to diversity and creating an inclusive environment for ALL people in ALL aspects of employer/employee relations. Employment decisions are made devoid of discrimination relating to race, religion, creed, sex, color, gender (including gender identity and gender expression), sexual orientation, national origin, ethnicity, marital status, familial status, citizenship status, military or veteran status, genetic predisposition or carrier status, status as a victim of domestic violence, age, disability, or any other category protected by law.

We encourage all applicants who meet the educational and experiential requirements to apply!

The department the posting relates to.

Our Housing Resource Center, within our Mediation Department, provides eviction prevention assistance, housing counseling and tenant advocacy support for Southern Westchester County Residents experiencing hardship(s).

Who we are seeking

Senior Case Manager - Eviction Prevention

Part-time or Full-time

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

Compensation:

\$51,500 and generous benefits.

Responsibilities:

- Assess client eligibility for eviction prevention assistance and other support services
- Assist clients in developing an affordable budget and a self-sufficiency plan
- Provide orientation for tenants in Landlord-Tenant Court regarding eviction prevention assistance available to them
- 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, follow up with client's 6 months after program exit to determine the stability of housing
- Conduct apartment inspections to determine habitability
- Maintain 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:

- Bachelor's Degree or higher
- 3-5 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