



**JOB DESCRIPTION**  
**Housing Specialist - Rapid Rehousing**  
**New York**

**About The Ladies of Hope Ministries (The LOHM)**

[The Ladies of Hope Ministries \(The LOHM\)](#) is an organization whose mission is to help disenfranchised and marginalized women and girls, transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

**Position Overview**

The Rapid Rehousing Housing Specialist works collaboratively with the Rapid Rehousing Case Manager to assist women who are currently homeless as a result of domestic violence in obtaining safe and affordable housing. The primary goal is to assist individuals in addressing the barriers to maintaining permanent housing using a strengths-based, Housing First approach. The primary role of the position is locating housing for the women in the program. This position works closely with case managers, clients, and landlords to achieve efficiency in housing long-term. This includes managing lease options & negotiations, conducting inspections of units, and ensuring rent is within Fair Market Rate.

**Primary Duties and Responsibilities**

- Coordinate with Rapid Rehousing Team to locate housing options
- Cultivate relationships with potential landlords and brokers in the 5 boroughs of NYC
- Assist program participants to gather information and complete a standardized rental application
- Arrange and accompany participants to set up interviews with landlords who are a likely match for the individual's Tenant Screening Barriers and negotiate with or on behalf of participants
- Arrange transportation for housing search and/or interviews
- Negotiate the lease terms with the landlord. When necessary, discuss any additional incentives that may convince a landlord to accept a person with particularly high Tenant Screening Barriers
- Ensure that the unit, terms of the lease, and rental cost meet requirements
- Work with the individual to resolve issues with the landlord, as needed
- Provide referrals as needed to supportive services and work collaboratively as a team to advance the goals of the individual
- Maintain current records in the Homeless Management Information System (HMIS) database and other case files, documenting interactions with individuals in the standardized format
- Maintain and use of Footholds and CAPS system as required
- Capture daily and monthly statistics and other required reports as directed
- Maintain effective working relationships with other agencies to which (and from which) participants may be referred
- Attend staff meetings, HUD CoC and other meetings as required by supervisor
- Other related duties as required

## **Qualifications**

The successful candidate will be able to demonstrate the following qualities and skills (noting required and strongly preferred)

- Minimum 2 years of experience providing case management services and working with a diverse population.
- Knowledge of and familiarity with the housing landscape in the 5 boroughs of NYC required.
- Proficient in Google Suite (Gmail, Google docs, Google forms) required.
- Demonstrated knowledge of Footholds and CAPS strongly preferred.
- Experience working with landlords and brokers and negotiating lease terms.
- Commitment to social justice and the mission of The Ladies of Hope Ministries.
- Strong written and verbal communication, administrative, and organizational skills.
- Ability to maintain a realistic balance among multiple priorities, high-volume tasks in a timely fashion.
- Ability to work independently on projects from conception to completion.
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat a plus
- Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and database management system (Salesforce).

## **Work Environment/Physical Effort**

- This position is an in-person position in New York City, working in the office as well as in the community locating housing and meeting with clients and landlords in NYC.
- Must be willing to travel to different locations throughout New York City and perform home visits within the 5 boroughs of NYC

## **Compensation & Benefits**

Salary range is \$55,000 to \$65,000 - Compensation for the position is competitive and commensurate with experience. Benefits include medical, dental and vision (80% employer-covered), paid time off and holidays.

## **How to Apply**

Submit a detailed cover letter describing your interest and qualifications and resume to [hr@thelohm.org](mailto:hr@thelohm.org). Please add **Housing Specialist** in the subject line.

**The Ladies of Hope Ministries (The LOHM) provides equal employment opportunities for all applicants and employees.** Formerly incarcerated, minority, bi-cultural, and LGBTQ are encouraged to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.