

# Renewal House

## Job Description

### **Entitlements Coordinator/ Public Benefits Advocate**

Renewal House is a 50 unit transitional living program for formerly homeless individuals who have completed substance abuse treatment. The program aims to assist participants in transitioning to more independent housing in the community by providing access to work experience with the Times Square Alliance, a unique communal residential setting, and other supports. All participants must be approved by HRA for Category F Housing. Located on Washington/Fletcher Avenue in the Bronx, the program is situated in a newly constructed building.

The Benefits Advocate will be part of a multi-disciplinary team working to provide person centered services in a flexible, ethical manner. The Benefits Advocate will be expected to demonstrate patience, compassion, proficiency and a spirit of collaboration when interacting with clients, program staff, and city agencies. This position requires the ability to do independent research, prioritize multiple demands, and meet deadlines. It also involves a substantial amount of direct client contact.

#### Responsibilities include:

Multiple levels of advocacy to ensure access to appropriate public benefits, including public assistance, food stamps, health insurance, disability and retirement benefits

Participation in case planning with and accountability to the larger treatment team

Completion of case notes and other required paperwork in a timely manner

#### Required Credentials

- BA/BS
- Dedicated interest in working with people who have been homeless and have experienced chronic substance use, trauma, and/or mental illness
- Strong Writing, Research and Time Management Skills
- Spanish fluency preferred
- Familiarity with the public benefits system in New York City and/or supportive housing is preferred but not a requirement

Please send a cover letter and resume to:

Please send resumes to: Elise Tosatti, Manager of Entitlements  
[Elise.tosatti@projectrenewal.org](mailto:Elise.tosatti@projectrenewal.org)