

Renewal House II

Job Description

Housing Coordinator

Renewal House II, is scheduled to open in August 2011, and will be a 50 unit, 1 year, transitional living program for people who have completed a substance abuse treatment and are capable of working at the Times Square Alliance 20 hours a week. All participants must be approved by HRA for Category F Housing. Located on Washington/Fletcher Avenue in the Bronx, the program will be situated in a newly constructed building.

Required Credentials

- BA with experience working with homeless and substance abuse population. Bi-lingual preferred.

Responsibilities

The responsibilities include, but are not limited to the following:

- Work with clients to identify affordable housing in the community
- Develop relationships with brokers and management companies
- Act as a liaison between client and permanent housing providers
- Complete case notes and other paperwork in a timely manner
- Communicate effectively with staff and participate in team meetings

Please send resumes to: Katie Bower, Program Director
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