



# Coalition for Hispanic Family Services

**Position:** Housing Specialist- Los Caminos-Fair Futures  
**Agency/organization:** Coalition for Hispanic Family Services  
**Reports To:** Director of Fair Futures  
**Date Available:** Immediately  
**Date Posting:** January 5, 2023  
**Deadline to Apply In-House:** January 19 2023  
**Deadline to Apply Externally:** Until filled

To apply: Submit a resume and cover letter with qualifications addressed to Tiffany Myrick, Director of Fair Futures, via Email at [tmyrick@hispanicfamilyservicesny.org](mailto:tmyrick@hispanicfamilyservicesny.org).

## **About Coalition for Hispanic Family Services & Fair Futures:**

The Coalition for Hispanic Family Services (CHFS) is a community-based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children, as well as youth and families at risk of abuse and neglect. CHFS supports the strengthening of families in communities through the provision of family support, youth development and school-based programs. The provision of accessible, high-quality family support, youth development, child welfare, health and mental health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

Fair Futures is a **youth-led advocacy movement** and **coalition of 100+ organizations** advocating for all young people in New York City's foster care system to have access to the individualized supports they need to achieve their potential. The Fair Futures model has been implemented at all 26 foster care agencies, including **Coalition for Hispanic Family Services (CHFS)**. The name of CHFS' Fair Futures program is **Los Caminos**.

**As a Fair Futures Housing Specialist, you will:**

- **Be part of a successful, innovative, and collaborative movement that is changing the landscape of child welfare;**
- **Join a community** of over 400 mission-driven, passionate professionals across 26 foster care agencies;

- Make an **immediate impact** in the lives of young people by helping them carve out a pathway to success in life as they define it;
- **Receive significant professional development supports** from the Center for Fair Futures, including quality trainings and workshops on every topic you will need to succeed as a specialist., Unlimited 1:1 support in any area, 1:1 professional coaching for your own goals, and access to a learning communities across all 26 agencies where you can share best practices, challenges, build your network, and be celebrated.

### **Housing Specialist Position Summary:**

The Housing Specialist is a full-time, trained professional that works alongside coaches to support young people between the ages of 14 and 26 that currently are in or have been in foster care, with their housing goals. The specialist supports young people by helping them to navigate the housing landscape, providing them with up to date information, and helping them secure everything, they need in order to obtain housing.

*We respectfully ask a minimum **1-2 year** commitment to this role, given the importance of young people having consistent, caring adults in their lives, and the significant investment our team will make into supporting and developing the Housing Specialist.*

### **Housing Specialist Responsibilities:**

Housing Specialist job duties can include, but are not limited to:

- Work with young people who are aging out to submit all forms of housing applications by age 19;
- Check-in on young people's application status and follow-up with NYCHA and supportive housing residences, as needed;
- Help young people apply to permanent housing, when applicable, by helping them obtain Section 8 vouchers, apply to the NYC affordable housing lottery, etc.
- Create systems to ensure youth are submitting documentation and attending appointments on time.
- Conduct research to find housing options for youth with unique circumstances (immigration etc.)
- Collaborate with coaches, case planners and other staff to obtain as well as share information.
- Attend all program provided housing trainings and maintaining a database of resources, policies and procedures.

## **QUALIFICATIONS**

The Housing Specialist role is not an entry-level role. Experience working with young people in a professional setting is required.

As helping young people enroll and persist in post-secondary settings is one of the goals of the Fair Futures model, it is important for the College and Career Development Specialists to have a post-secondary credential. Candidates should have either:

- **A Bachelor's degree and at least two years of relevant experience working in housing services or with the homeless population. Experience working with at-risk or system-involved young people is strongly preferred;**
- **An Associate or accredited vocational degree, and 3+ years of experience of relevant experience working in housing services. Experience working with at-risk or system-involved young people is strongly preferred.**

To be effective in their role, the Housing Specialist must have strong written and verbal communication skills. While the ability to build relationships with in-house colleagues and external partners is paramount to their work, the Specialist also needs to have strong organizational, time-management, and technical skills to help young people make progress toward their goals, track data, and navigate NYC's systems and resources. The specialist will receive all the support and training they need to achieve success with the youth they serve, and must have a propensity and willingness to learn, persevere, and think outside the box.

## **RELATIONAL SKILLS**

The Housing Specialist will interact with young people from across the program. The relational qualities of a successful specialist include:

- Ability to work from a strength-based, trauma-informed, youth development lens;
- A love for working with young people;
- Ability to relate to young people, engage them in conversation, and provide support and encouragement;
- Ability to form collaborative, working relationships with parents/families, school and agency staff;
- Consistent and reliable;
- Ability to think outside the box and employ creative approaches;
- Values and promotes diversity;
- Carries a belief that change is possible;
- Able to maintain healthy boundaries;
- Able to remain calm during moments of tension and stress.

## **TECHNICAL & PROFESSIONAL SKILLS**

- Strong written and verbal communication skills;
- Strong time-management, organizational skills, and attention to detail;

- Ability to troubleshoot, advocate, and navigate obstacles where there is not always a clear-cut pathway;
- Open to learning how to use and interpret data to inform decision-making.
- Ability to collaborate in team settings and build relationships with external partners;
- Ability to use trauma-informed techniques;
- Knowledgeable about youth resources and services;
- Ability to navigate complex educational issues, be flexible, resourceful and work independently.

### **SCHEDULE**

35 hours per week (Monday-Friday 9am-5pm), including one evening per week and occasional evenings depending on need of youth and/or program)

### **Compensation**

\$51,000 to \$57,000 based on experience and qualifications.

Excellent benefits package, ample vacation and sick days.

To apply for this position please send your cover letter and resume to

[tmyrick@hispanicfamilyservicesny.org](mailto:tmyrick@hispanicfamilyservicesny.org) .

Applicants will not be considered without a cover letter.

Coalition for Hispanic Family Services is an  
Equal Opportunity Employer committed to diversity in the workplace and leadership  
opportunities  
for people of color.