



JOB ANNOUNCEMENT

Title: Benefits Specialist

Status: Exempt

Unit: Single Stop

Employee Type: Full-Time

Fifth Avenue Committee, Inc. (FAC) is an award winning 32 year old South Brooklyn based non-profit community-development corporation whose mission is to advance social & economic justice. We do this principally through developing and managing affordable housing and community facilities, creating economic opportunities, organizing residents and workers, offering student-centered adult education and combating displacement caused by gentrification. In addition, FAC through its affiliate Brooklyn Workforce Innovations (BWI), offers unemployed and low-income New Yorkers the chance to find a job and potentially start a new career. BWI prepares individuals by offering job-readiness education, vocational counseling and sector based skills training, licensing and certification.

FAC's Single Stop programming enhances all of FAC and BWI programs. Single Stop offers low-income families free, one-on-one confidential counseling about public benefits, financial decisions, legal problems and family services. For more information see www.fifthave.org, www.bwiny.org and www.singlestopusa.org.

Responsibilities

The Single Stop Benefits Specialist will help FAC Single Stop to exceed the cash-equivalent goal set by SSUSA for public benefits obtained by Single Stop participants. S/he will conduct intake, make referrals, and provide counseling, advocacy and follow-up services to Single Stop participants. The Benefits Specialist will improve program follow up and retention methods, build relationships with city agency staff, and tailor efforts to assist participants with particular challenges, including immigrants and participants with criminal backgrounds. S/he will also coordinate FAC's annual free income tax preparation services. S/he will report to the Program Coordinator and work closely with other Single Stop staff and program staff throughout FAC. Duties will include:

- Maintain a caseload of 40-50 active cases, 3-5 of which are Eviction Prevention cases, conducting intake, assessment and follow-up for Single Stop clients and facilitating referrals to partner agencies and internal services. Document all client contact, referrals, and outcomes in computer database in a timely and accurate manner
- Manage annual on-site tax preparation program with the support of the Single Stop Program Coordinator
- Assist the Single Stop Program Coordinator to coordinate FAC Single Stop's POS benefit application system, partnership and outcomes
- Assist with Financial Literacy and Tax presentations and intake for FAC and BWI units as requested
- Collaborate with other Single Stop staff on group efforts to improve outcomes, including outreach to the immigrant community, the Eviction Prevention Project and outreach to participants with criminal backgrounds
- Assist in gathering information for funder and other reports as needed

Qualifications

- Demonstrated relevant experience; experience providing direct client services preferred.
- Creative thinker with demonstrated problem solving skills.
- Organized with excellent communication and computer skills.
- Familiarity with NYC Public Benefits System a plus.
- Reliable and able to collaborate with and serve a diverse range of individuals.
- Willingness to work some evening and/or weekends hours.
- Bilingual English/Spanish preferred.
- Bachelor's degree preferred.
- Commitment to FAC's mission.

Compensation: Based on experience. FAC offers an excellent benefits package including health and retirement.

To Apply: No phone calls, please. Email **cover letter, resume, and salary requirements** to Amanda Frick. (Please note that applications without cover letter, resume and salary requirements will not be reviewed.)

Fifth Avenue Committee, 621 DeGraw Street, Brooklyn, NY 11217 africk@fifthave.org

*FAC is an equal opportunity, affirmative action employer.
People of color, community residents and women are strongly encouraged to apply.*