**Housing Specialist - TGNC Housing Facility**

Destination Tomorrow is looking for Housing Specialists to develops resettlement housing options and assists with location seeking, housing planning and placement for our TGNC (Transgender and Gender Nonconforming) adult population in Long Island City / Queens

LGBTQ+ Friendly is a must. DHS, Housing, CARES is a plus!

**Key Responsibilities**

* Conduct client housing planning, by assessing their desires and readiness for housing choices.
* Develop a list of available housing units by connecting with local landlords, realtors, and other real estate resources.
* Educate and inform clients on various housing choices.
* Provide training to clients on housing responsibilities and housing topics.
* Assist clients in enrolling in permanent housing, by helping make applications, gather material, and prepare budgets.
* Assist Case Management and Facility Staff in preparing clients for discharge from the facility to permanent or alternative housing.
* Procure on-site trainers or experts to conduct housing training, such as budgeting planning, leasing, landlord relations, tenant rights, maintaining unit safety, etc.
* Assist client in viewing apartments as necessary or assign other support staff to assist in this task.
* Assist in reviewing leases.
* Create client housing reports for management.
* Participate in agency and program Q/A process.
* Other duties as assigned by Supervisor.