



Westchester Residential Opportunities, Inc.

Eviction Prevention Program Assistant

Position Purpose

Provide back office support, as well as coverage in the absence of the Eviction Prevention Counselor.

Essential Job Responsibilities

- **Financial Assistance:** The WCEPP team will assess clients who have been denied assistance by DSS and determine if qualified to receive assistance for eviction arrears, first month's rent, security deposits and/or moving expenses. The team's assessment of financial viability will use the forms and processes established as a nationwide standard established for HUD-Certified Housing Counselors. The team will provide financial assistance to those deemed eligible.
- **Utility Arrears:** The WCEPP team will assess clients to determine if they are eligible to receive utility arrears assistance provided that the household has received termination notice and termination will result in eviction or temporary displacement. The team must communicate with the WCDSS contact prior to determining eligibility.
- **Mediation Services:** The Program Assistant will help the Housing Retention Counselors and Program Coordinator mediate between the landlord and tenant to resolve rent arrears in order to maintain tenant housing. The WCEPP team will also work with Section 8 families to restore certificate if voucher has been rescinded.
- **Budget and Financial Education:** The EP Program Assistant will help provide individual and group budget counseling and financial education using the forms and processes defined by HUD as best practices for HUD-Certified Housing Counselors.
- **Assessment and Referral:** The Program Assistant will help link participants to appropriate benefits, services and resources in accordance with the Individual Service Plan (ISP) developed by the Housing Retention Counselor for each participant.
- **Case Management:** The Program Assistant will continue to help WCEPP participants access new services and benefits to enhance financial self-sufficiency and housing retention for up to one year after providing emergency financial assistance. Part of our team's focus will be on helping clients become linked effectively with ongoing case management or care coordination.
- **Co-Located Services:** The Program Assistant will be primarily assigned to WRO's main office in White Plains but will provide client services in the White Plains and Peekskill district offices of DSS and other community locations as needed, *e.g.* accompanying clients to meetings with landlords to provide translation and advocacy services.

- CoC Collaboration: The Program Assistant will enter data appropriately into HMIS software and follow all applicable CoC regulated policies.
- Billing: The Program Assistant will help maintain records and receipts for all program expenses. The Program Assistant will prepare monthly vouchers including all required documentation under the supervision of our Program Coordinator and submit them to the WCDSS Office of Fiscal Operations on a timely monthly basis.
- Reporting: The Program Assistant will help the Program Coordinator prepare monthly performance indicators reports and provide any other data and/or information required by WCDSS in the format defined by WCDSS.
- Other Duties: The Program Assistant will perform any other lawful and reasonable duties assigned by their supervisor.

Minimum Job Requirements:

Minimum job requirements for this position include a high school diploma, at least 2 years of related experience, bilingual fluency in Spanish and English, and cultural competence to work effectively with our targeted clients. Preference will be given to candidates familiar with our target communities and those with access to a car for work-related travel. Candidates must complete the required online training and receive certification as a HUD-Certified Housing Counselor within the first year of employment.

How to Apply:

Please email a resume, salary requirements and a letter explaining your interest in the position referencing **Eviction Prevention Program Assistant** to:

Human Resources Director
Westchester Residential Opportunities
470 Mamaroneck Avenue, Suite 410
White Plains, NY 10605
Email: payroll@wroinc.org