



**Full-Time Puerto Rico-U.S. Virgin Island Evacuee Services Position  
DISASTER CASE MANAGER (BI-LINGUAL ENGLISH-SPANISH)**

*NYDIS is a 501(c)(3) faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City. The NYC Unmet Needs Roundtable brings together a diverse group of individual donors and case management organizations to address the unmet needs of disaster impacted survivors and victim's families.*

NYDIS is seeking full-time Disaster Case Managers (DCM). DCM will be based both at the NYDIS offices near Bryant Park in midtown Manhattan and NYC evacuee service centers. DCM will be responsible for helping evacuees of the 2017 Hurricanes in Puerto Rico and the U.S. Virgin Islands in accessing disaster recovery resources, including the NYC Unmet Needs Roundtable. The DCM will report to the Moderator (Director) of the NYC Sandy Unmet Needs Roundtable (UNR). All qualified candidates are encouraged to apply.

**Duties include:**

- Assess for outstanding unmet needs related to the impact of the 2017 Hurricanes on evacuees to New York City from Puerto Rico and the U.S. Virgin Islands.
- Connect clients to existing nonprofit and government services for resources and referrals
- Assist clients in developing a recovery plan that meets their individual long-term recovery goals
- Submit cases to the Unmet Needs Roundtable for both emergency assistance and sustainable recovery needs
- Maintain and track an active caseload of approximately 35 client households
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Assist in identifying gaps in service and emerging trends in unmet needs
- Learn and remain knowledgeable about constantly changing recovery resources
- Other duties as may be assigned by the UNR Moderator or executive staff

**Qualifications include:**

- Fluent in Spanish and English, both written and spoken, is a requirement
- Client-centric approach to case management and disaster recovery
- Disaster case management and/or client assessment/casework experience
- Highly organized and detail-oriented
- Exceptional communication and interpersonal skills - in person, in writing, and on the phone
- Positive energy and the ability to work collaboratively with a diverse staff
- Familiarity and experience with NYC disaster recovery resources and religious communities
- Computer skills - familiarity with Microsoft Office, databases, internet & social media use

**Education and/or Experience:**

- Bachelor's degree required
- 1-3 years' experience in case management, disaster recovery, or housing casework

Salary range is \$40,000-\$45,000 commensurate with experience, plus excellent benefits

**No Phone Calls**  
**Please Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)**

*All qualified candidates should apply – candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*