Position Announcement

PathStone is seeking a Housing Services Representative to assist low-income individuals and families in securing affordable housing in Monticello, New York.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone’s Section 8 Program provides rental assistance and a Family Self Sufficiency Program offering life skills development, referrals to community resources, and other services to support low-income families and seniors.

What sets PathStone apart from the rest?

• PathStone’s two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
• PathStone has a reputation for taking strategic risk. Our belief that “we don’t know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

• Associate degree and one year of experience, or three years’ experience, in human services field
• Knowledgeable of housing programs guidelines and other available housing services
• Possess basic arithmetic skills, computer knowledge and proficiency with Microsoft word

what

This is a full-time position. The Housing Services Representative is responsible with assisting low-income individuals and families, which include homeless, disabled, minority group members and single parents, to secure permanent, affordable housing. Specifically, this position is responsible for:

• Maintaining overall caseload of 300-325 participants
• Maintaining required records
• Preparing reports
• Working effectively and cooperatively with others
• Working cooperatively with other agencies to ensure clients access needed services
• Attending seminars
This position is located in Monticello, New York.

This position is available immediately.

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Salary based on demonstrated experience and qualifications
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

Please submit your resume to apply@pathstone.org, with “153-20” in the subject line, no later than October 29, 2020.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.