



**ELIGIBILITY SPECIALIST – EMERGENCY RENTAL ASSISTANCE SUBSIDY (ERAS)**

<b>Reports to:</b> ERAS Distribution Supervisor	<b>Pay:</b> \$33,288 - \$41,604 (100% FTE) \$16.00 - \$20.00 per hour	<b>Employees to be supervised:</b> N/A
		<b>Status:</b> Temp-Full-Time-Hourly
<b>Location:</b> Canoga Park, CA or Van Nuys, CA		<b>Work Hours:</b> 8AM - 5PM, Mon - Fri Some evenings and weekends required.

At NEW, we spark economic mobility. Using our transformative approach we connect people, communities, and families, to their own sense of power and resiliency. We aim to implement a holistic approach by addressing a families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

**Position Summary:**

ERAS Eligibility Specialist is a direct-service essential worker, supporting the distribution of financial relief to poor and low to moderate-income households that have suffered extraordinary financial hardship due to the events surrounding COVID-19. The Eligibility Specialist interviews clients/prospective clients to identify the status of their eligibility for participation in the City’s Emergency Renter Assistance Program, the broader FamilySource Program, and other programs and services as appropriate for each client. All New Economics for Women staff must understand the organization's purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW.

**Duties and Responsibilities:**

- Provide direct, in-person, client service to potential recipients of financial assistance or other supportive services.
- Request, collect, and evaluate the required forms of documentation, and determine client eligibility.
- Proficiently use online data management platforms with efficiency, and accuracy.
- Distribute available goods and resources to members of the community according to the directives and guidelines.
- Create detailed case notes of the current situation and aspirations of each person/family.
- Document required proof of identity, residence, and income.
- Administer and complete program enrollment forms with attention to detail.
- Provide written and verbal descriptions of the program.
- Thoughtfully assess and refer participants to applicable services.
- Use a high level of interaction with the community to advise the creation or renovation of programs and services both within and outside of NEW.
- Assist in preparing reports for local government, fund development, and partnering agencies.
- Provide general office support to fellow FSC staff.

**Qualifications and Experience:**

- High School Graduation required. Some college strongly preferred.
- Must have excellent Oral and Written Communication Skills
- Must have excellent Documentation Skills
- Must have a Professional Demeanor
- Must have strong computer skills
- Must have excellent Time Management Skills



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- Research experience preferred
- Qualitative data management experience preferred
- Motivational interviewing experience preferred

***Additional Requirements:***

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish

Apply via e-mail or website only

Submit your resume with a cover letter:

**Via Website:** <https://neweconomicsforwomen.org/our-job-openings/>

**Via E-mail to** [hr@neworg.us](mailto:hr@neworg.us)

*(Please ensure to include the position you are applying for on the subject of your e-mail)*

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail [hr@neworg.us](mailto:hr@neworg.us)

Stay Connected:



Learn more about us at: [www.neweconomicsforwomen.org](http://www.neweconomicsforwomen.org)

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

**EQUAL  
OPPORTUNITY  
EMPLOYER**