

DHS Coordinator / Outreach Specialist

Watch Our Team Introduction



<https://cdn.pipio.ai/gn/s/fced/b68b/6a14/fdbe/77ba280fe1dcb77807daedfa336e...>

Click to watch a personal intro from our team before you apply.

About Priority Cares / PCHS

Thank you for looking at this DHS Coordinator position with Priority Cares Home Services. We work closely with New York City's Department of Homeless Services and related programs, and we need coordinators who can bridge the gap between our organization and the communities we serve. In this role, you'll be responsible for outreach to shelter residents and DHS program participants, coordinating referrals, tracking outcomes, and ensuring that people get connected to the services they need. It's detail-oriented work that requires strong communication, follow-through, and a genuine commitment to people who are often overlooked by the system. We work at a fast pace and have high expectations — but we also support our team with strong supervision, clear processes, and a collaborative culture. If you have experience with DHS, shelter services, or social services coordination and you're looking for a role where your work truly matters, apply today. ---

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The Role: DHS Coordinator / Outreach Specialist

Coordinate outreach, referrals, and service delivery for DHS program participants in NYC.

What You'll Be Doing

- Conduct outreach to shelter residents and DHS program participants
- Coordinate referrals to home care, health, and housing services
- Track client enrollment, attendance, and service outcomes
- Liaise with DHS case managers and community partners
- Maintain accurate records and submit required reports
- Attend DHS meetings and represent the organization professionally

What We're Looking For

- Experience in DHS, shelter, or social services setting
- Strong organization and documentation skills

- Knowledge of NYC homeless services and community resources

- Comfortable working in shelter and community environments

What We Offer

- ✓ Competitive salary
- ✓ Meaningful community impact work
- ✓ Supportive team and supervision structure

Ready to Apply?

Send your résumé to **automation@prioritygroups.org** or apply online at **prioritygroups.org/ats/**

Our recruitment team will be in touch within 1–2 business days.