

HOUSING SPECIALIST

DESCRIPTION

CIDNY:

The Center for Independence of the Disabled in New York (CIDNY) is the leading organization serving and representing people with disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community and advocates for fair and effective policies that improve the quality of life for people with disabilities. CIDNY is an Equal Opportunity Employer.

General description:

CIDNY is seeking a Housing Specialist for a new statewide pilot program to provide housing subsidies to individuals transitioning or diverting from institutional settings in NYC to the community. The Olmstead Housing Subsidy (OHS) program is a project of the New York Association on Independent Living funded by the NYS Department of Health.

Reports to: Director of Transition Programs

Responsibilities

- Conduct outreaches to identify eligible participants;
- Receive referrals and follow-up within ten days to verify eligibility, and complete program documents for appropriate candidates;
- Assist participants through all steps necessary for enrollment, including: filling out housing applications, obtaining household goods and/or support for moving expenses, arranging unit inspections, etc.
- Work with applicants and/or his/her Transition Specialist, Service Coordinator (SC), Nursing Home Discharge Planner, Care Manager (CM), natural support, or advocate to ensure a support services plan is in place for program enrollment.
- Conduct follow-up after subsidy is initiated including but not limited to verifying occupancy of unit and continued eligibility for program.
- Administer surveys to participants who have been placed in the community;
- Identify landlords, public housing, private housing, rental units, housing developers, and rental management companies which may be suitable for current and future participants;
- Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
- Ensures all significant client data and service provision details are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases.
- Attends Agency's in-service training and unit meetings as well as any other agency-related activities.
- Perform other program-related duties as assigned.

Qualifications

Minimum of a bachelor's degree in Human Services or related field, and two years of relevant and related work experience with State and/or federal housing programs and other housing related issues; Preferred candidates should have a significant understanding of housing development, the public and private real estate industry, as well as Public Housing Authorities. In addition, candidates should have in depth knowledge of State and federal housing programs, familiarity with housing issues as they relate to persons with disabilities, and experience working with advocates and the ability to create and nurture working partnerships both internally and externally.

Skills, Licenses, and/or competencies required:

- Candidates should possess excellent written and oral communication, organizational, and research skills;
- Ability to travel in the New York City boroughs;
- Individual must have time management skills to maintain individual/community outreaches, caseload, documentation and administrative requirements;
- Ability to work well independently as well as part of a team;
- Must be computer literate on basic Microsoft Programs and Internet search use;
- Experience counseling individuals with disabilities preferred.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds;
- Competence in languages other than English preferred.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

How to apply

Please send a thoughtful cover letter and resume to Don Rickenbaugh, Director of Queens Services, drickenbaugh@cidny.org, Do not send by fax. Please use the job title as email header. NO PHONE CALLS PLEASE.