

## **Program Assistant**

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization promoting the full inclusion of people with disabilities in New York City. Founded in 1978, we now serve more than 50,000 individuals with one-on-one assistance.

We advance the civil rights of people with disabilities, organize for change, and develop new leaders. We educate people with disabilities about their rights and the public about disability literacy to reduce stigma. We help people with disabilities develop their own road map to meet goals they have identified to better their lives. We offer benefits advisement, enrollment, navigational assistance and problem solving help related to housing, health, food, transportation and other services. We help individuals in transitioning home from institutions and youth transitioning to adult life. We are a disability-led organization, the majority of our Board and staff are people with disabilities.

### **About the Position:**

CIDNY is seeking a Program Assistant to assist with a home-based application support services (HASS) initiative that will help homebound individuals with their federal disability applications.

Reports to: Director of Consumer Services

- ! Assign referred applicants to the CIDNY benefits counselor
- ! Organize and arrange appointments, and assist with scheduling home visits.
- ! Maintain a shared calendar to ensure that all referred applicants are reached within required time period
- ! Ensure that the benefits counselors have adequate documentation for the applicant
- ! Collect all relevant documentation on the participant's behalf and help organize them for the final submission of the completed federal disability application.
- ! Ensures client and service data are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases.
- ! Provides a range of operational support to the program.
- ! Submit all required monthly reports on a timely basis, and assist the Director of Consumer Services in analyzing program data
- ! Attends in-service trainings and the required meeting at the government agency
- ! Perform other program-related duties as assigned.

### **Education and/or Experience Required:**

- ! BA or BS degree with at least two years of program management or AA degree with at least five years program management experience
- ! Previous experience with NYC government agencies (e.g. HRA) highly preferred
- ! Previous work with people with disabilities preferred
- ! Experience with SSI/SSDI applications, and benefits and entitlement assessments
- ! Experience with preparing qualitative and quantitative reports
- ! Excellent oral and written communication skills
- ! Must be computer literate, and comfortable with new applications and databases
- ! Ability to interact professionally with consumers and colleagues and work independently
- ! Respectful and comfortable with persons from different cultural and socio-economic backgrounds
- ! Ability to travel throughout NYC (This position is based in Kew Gardens, Queens)

! Bilingual/multilingual is a plus

Excellent benefits including employer-paid medical coverage, vision, and dental care, access to 403B, 20 days paid vacation, 10 paid sick days, 10 paid holidays, 2 paid personal days.

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 Paige Munson, Director of Consumer Services, [pmunson@cidny.org](mailto:pmunson@cidny.org) . Do not send by fax.

**Please use the job title as email header. NO PHONE CALLS PLEASE.**