

Position: Outreach Specialist, NY Connects Program - Queens

CIDNY:

The Center for Independence of the Disabled in New York (CIDNY) is a 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: The NY Connects Program provides Information and Assistance and Options Counseling/Person-Centered Counseling on Long Term Services and Support (LTSS) for older adults and individuals with disabilities. The Outreach Specialist position requires experience in community outreach and presentations, and creating agency and community linkages. This role reports to the Education and Outreach Coordinator of NY Connects.

Job Responsibilities:

- Identify, schedule, and meet with community partner organizations that can provide referrals to NY Connects and that can receive referrals including disability-services agencies, health care providers, government agencies, local department of social services sites, city-wide coalitions, hospital social workers, home and community-based services providers, and other agencies.
- Present NY Connects to community stakeholders, and attend community events in promotion of NY Connects.
- Collaborate with the Education and Outreach Coordinator to develop, assess, and monitor individual outreach efforts and contribute as needed.
- Develop partnerships with referral agencies and nurture long-term relationships between the NY Connects program and various agencies including by performing follow ups.
- Complete comprehensive, standard reporting related to the NY Connects program and CIDNY on outreach activities.
- Participate in developing NY Connects program knowledge on external community resources by sharing information gained in the field.
- Stay current on community engagement activities as related to designated borough.
- Act as an outreach liaison to borough managers to enhance outreach efforts.
- Assist and encourage partners in optimizing services through inclusion into the NY Connects Resource Directory.
- Attend in-service training and unit meetings as well as any other agency-related activities.
- Perform other program-related duties as assigned.

Skills, Licenses, and/or competencies required:

- Bachelor's degree, education/outreach or equivalent experience.
- Excellent written and oral communication and organizational skills.
- Knowledge of and experience in working community-based organizations, government agencies, local department of social services sites, city-wide coalitions helpful.
- Ability to interact respectfully and professionally with persons who have different cultural and socio-economic backgrounds and work well independently as well as part of a team.
- Computer literate on Microsoft Programs and Internet search use.
- **Preference will be given to persons with a disability.** Direct experience in working with people with disabilities, understanding of disability-related issues preferred.
- Ability to travel between and throughout boroughs.
- Some after-hours and weekend work required.
- Bilingual skills a plus.

CIDNY is an equal opportunity employer. We value diversity in our workforce. We strongly encourage individuals with disabilities, women, racial/ethnic minorities and veterans to apply to all of our job

openings. 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.

How to apply:

Please send a thoughtful cover letter and resume to Samantha Johnson, Education and Outreach Coordinator of NY Connects, at sjohnson@cidny.org. Do not send your letter and resume by fax. **Please use the job title as email header. NO PHONE CALLS PLEASE.**