

**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 Program Support Assistant provides administrative support to program managers including by completing data entry, compiling and presenting reports, and creating meeting agendas among other duties. This is a full-time, non-exempt, role requiring 35 working hours per week.

**Job Responsibilities:**

- Compile information and updates around housing vacancies for supportive housing; send out consumer housing packets to applicable vacancies, and follow up with housing providers to obtain interviews
- Collecting and verifying program data for Resource Directory submissions in collaboration with managers and staff; inputting data into the Resource Directory in compliance with NYSOFA guidelines and attending any training relating to Resource Directory best practices
- Completing consumer satisfaction surveys by calling program participants and inputting results into CIDNY's database system
- Provide general administrative and logistical support, as need arises, including preparing and packaging materials to be sent out for outreach, arranging for messenger services, completing training attendance sheets, sending out program reminders, etc.
- Processing orders and maintaining program supply needs for the borough offices with approval of the Director of NY Connects and Director of Administration, in compliance with CIDNY finance policies and procedures
- Act as an additional outreach support and accompany outreach specialists during tabling and community fair events
- Filing and photocopying tasks including archiving and organizing training materials
- Attend agency's 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 preferred.
- 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 work well independently as well as part of a team.
- Computer literate on Microsoft Programs, Google Applications and Internet search use.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds
- Excellent attention to detail and ability to balance multiple tasks.
- **Preference will be given to persons with a disability.** Direct experience in working with people with disabilities, understanding of disability-related issues preferred.
- 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 Kerry Keys, Director of NY Connects, at [kkeys@cidny.org](mailto:kkeys@cidny.org). Do not send your letter and resume by fax. **Please use the job title as email header. NO PHONE CALLS PLEASE**