

## **Rapid Transition Housing Program Housing Specialist**

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.

**Summary:** The Housing Specialists will report to the Director of Housing Programs and will work with other programs at CIDNY. The Housing Specialists key role is to provide housing subsidies to individuals transitioning or diverting from institutional settings to the community.

### **Reports to: Director for Housing Programs**

**Travel Required:** Office is located in Queens, N.Y. but job responsibilities will require the individual to travel through-out Nassau and Suffolk County.

**Reliable car is a must.**

### **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;
- Depth knowledge and understanding of state, federal and local housing policies, practices, laws and issues impacting seniors and people with disabilities preferred;
- Additional experience in community organizing, Independent Living, long term care, and/or disability rights strongly preferred;
- Willingness and ability to readily respond to changing circumstances and expectations.
- Excellent written and oral communication, organizational and research skills;
- Ability to work well independently as well as part of a team;
- Time management skills to maintain individual/community outreaches, caseload, documentation and administrative requirements;
- Experience counseling individuals with disabilities is a plus.

### **Responsibilities**

- Identify independent housing opportunities for unstably housed individuals who are in an inpatient setting or unstably housed in the community;
- Assist eligible participants through all steps necessary for enrollment and admission, including: acquiring eligibility documentation, filling out housing applications, obtaining household goods and/or support for moving expenses, completing unit inspections, etc.
- Collaborate with applicants and/or his/her Independent Living Specialist, 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, continued eligibility for program, and assisting in completing energy assistance applications;

- 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 services provisions details are current and accurate, and that they are documented in a timely manner into CIDNY's and/or other contracted provider's databases;
- Attend the Agency's in-service training and unit meetings as well as any other agency-related activities;
- Perform other program-related duties as assigned.

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 Services (Queens), [drickenbaugh@cidny.org](mailto:drickenbaugh@cidny.org). Do not send applications by fax. Please use the job title as the email header. **NO PHONE CALLS PLEASE.**