**NY Connects Outreach Specialist - Queens**

General Description:

The NY Connects Program provides Information and Assistance and Options Counseling/Person-Centered Counseling on Long Term Services and Support (LTSS) for people with disabilities and older adults. The Outreach Specialist position requires experience in community outreach and presentations and creating agency and community linkages.

Reports to: Education and Outreach Coordinator of NY Connects

Duties and 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.
* Some after-hours and weekend work required.
* Perform other program-related duties as assigned.

Education and/or experience required:

* BA or BS degree required
* Multilingual preferred
* Ability to travel
* Excellent research, writing, computer literacy, social media literacy, organization, and communication skills required.
* Knowledge of long-term services and supports and public benefits
* Experience in working with community-based organizations, government agencies, local department of social services sites, and city-wide coalitions.
* Must be computer literate on Microsoft Programs; ability to quickly learn and use new databases/technology.
* 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.
* Understanding or experience with disability-related issues

*Salary: $55,000 + Excellent Benefits Package*

**MUST BE VACCINATED AND BOOSTED AGAINST COVID-19.**

How to apply:

Please send a thoughtful cover letter and resume to Paige Munson, Director of NY Connects, at pmunson@cidny.org. Please use the job title as header.