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Rapid Transition Housing Subsidy Program/Olmstead Housing Subsidy Program
Housing Specialist

Reports to: Director for Housing Programs

Travel Required: The Housing Specialist's office is located in Medford, N.Y. but job responsibilities will require for the individual to travel through-out Nassau and Suffolk County. Conference in Albany to be attended as needed. **Reliable vehicle with appropriate insurance coverage required.**

Salary Range: \$44,000-\$46,000

Health Insurance (NYSHIP) at no cost to employee, starting after 3 month probationary period

Vision and dental insurance available at a low cost

Extensive Holiday schedule and Paid Time Off

Mileage reimbursement for job related travel

Family friendly environment

403B offered

Position: Full time; 35 hours per week; (does not include lunch).

Applicants will be trained.

Qualifications

- Bachelor's degree preferred or an equivalent combination of education and experience to successfully perform the essential duties of the position may be substituted.
- Professional experience in housing, community organizing, Independent Living, long term care, and/or disability rights strongly preferred.
- Knowledge of state and local housing policies, practices, laws and issues impacting seniors and people with disabilities preferred.
- Willingness and ability to readily respond to changing circumstances and expectations.
- Personal experience with disability a plus.

Responsibilities

- Identify independent housing opportunities for unstably housed individuals who are either 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 assist in completing energy assistance applications.
- Work to identify landlords, public housing, and private housing in the region which may be suitable

for individuals enrolled in the program in the future.

- Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
- Track and report on all activities using the statewide project database.
- Attend trainings and perform other duties as requested by the Program Director or the Chief Executive Officer.