

Southern Tier Independence Center Job Description

Position: NY Connects Specialist

Hours: Non-exempt, full-time 35 hours per week

Created: 11/2016

Qualifications

1. Associates Degree in Human Services or related field and two years of experience in a human services position that requires direct service to individuals. An equivalent combination of education and experience may be substituted.
2. Experience providing information and referral services and/or long-term care supports and services, preferred.
3. Extensive knowledge of community resources and long term care supports and services.
4. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
5. Excellent interpersonal and communication skills.
6. Excellent computer skills and knowledge of Microsoft Office applications.
7. Excellent attention to detail and organizational skills.
8. Excellent public speaking, problem-solving, and group facilitation skills.
9. Ability to effectively interact and work with individuals from diverse backgrounds.
10. Valid Driver's License and proof of insurance
11. Strong commitment to the integration of people with disabilities into all aspects of community life.

Responsibilities

1. Actively support STIC's mission, philosophy, and values and our pursuit of community integration for all people with disabilities.
2. Provide individuals with unbiased information and connections to qualified providers of long term supports and services by phone and in person.
3. Provide Options Counseling/Person Centered Counseling services to individuals seeking long term supports and services by phone and in person.
4. Conduct education and awareness presentations to community partners, groups, and individuals about NY Connects and local long term supports and services.
5. Actively participate in community groups including the local Long Term Care Council.
6. Work collaboratively with the local Office for the Aging, Department of Social Services, and Office for People with Developmental Disabilities staff members.
7. Maintain consistency of NY Connects message with other NY Connect partners.
8. Adhere to the NY Connect State Program Standards and follow the prescribed NY Connects Work Plan.
9. Required travel in a three county service area, Broome, Tioga and Chenango.
10. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
11. Attend all mandatory agency trainings, meetings, in-house sign language class and advocacy groups.
12. Submit reports and statistical data as required, in a comprehensive and timely manner.
13. Other duties as assigned.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition, carrier status or criminal record.