

## **Job Description**

**Position:** Regional Lead Housing Specialist

**Hours:** 40-hours per week Non-Exempt

**Updated:** 9/2019

### **Qualifications**

1. Bachelor's Degree in Health, Human Services or related field.
2. Professional experience in housing, community organizing, Independent Living, long term care, and/or disability rights strongly preferred.
3. Knowledge of state and local housing policies, practices, laws and issues impacting seniors and people with disabilities preferred.
4. An equivalent combination of education and experience to successfully perform the essential duties of the position may be substituted.
5. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
6. Energetic self-starter, with excellent interpersonal and communication skills.
7. Excellent computer skills and knowledge of Microsoft Office applications.
8. Excellent attention to detail and organizational skills.
9. Ability to effectively interact and work with individuals from diverse backgrounds.
10. Strong commitment to the integration of people with disabilities into all aspects of community life.
11. Valid Driver's License

### **Responsibilities**

1. Actively support STIC's mission, philosophy, and values and the pursuit of community integration for all people with disabilities.
2. Required travel throughout a 12-county service area.
3. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
4. Identify housing opportunities for individuals leaving a nursing home, as well as for those who have unstable housing after transitioning into the community.
5. Assist eligible Olmstead Housing Subsidy participants through all steps necessary for enrollment, including: filling out housing applications, obtaining household goods and/or support for moving expenses, arranging unit inspections, etc.
6. Work with applicants and/or their Transition Specialist, Service/Care 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.
7. Assist individuals with enrollment into Pooled, Special Needs and other forms of trusts, including collecting required documents, completing applications/forms and submitting all necessary items.
8. Work to identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the OHS program in the future.
9. Maintain a registry of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
10. Other housing and benefits tasks related to the OHS program.
11. Thoroughly and accurately track and report on all activities using the statewide project database.
12. Attend all mandatory agency trainings, meetings, in-house sign language class and advocacy groups.
13. Submit reports and statistical data as required, in a comprehensive and timely manner.

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 or carrier status.