



# Southern Tier Independence Center

## *Access your world.*

Position Title	Housing Specialist	HR USE ONLY	
Date Issued	12/2024	Hour Per Week/ Status	40 hours/week, FT
Date Revised	6/2025	Hourly Rate	\$19.00
Reports to	Housing Services Coordinator	FLSA Status	Non-Exempt
Department	Rapid Transition Housing Program (RTHP), Olmstead Housing Subsidy Program (OHS)	Location	Broome

### Summary

The Housing Specialist plays a critical role in supporting people who are unstably housed or experiencing homelessness, have chronic health conditions, and are high utilizers of Medicaid and the healthcare system. The position encompasses a dual function of housing specialist and independent living specialist. This position assists eligible participants in finding and securing affordable and accessible housing. The Specialist is responsible for connecting participants with critical resources, including rental subsidies, community transition supports, and other essential services to promote independence, stable housing and enhance their quality of life. The Housing Specialist will work closely with discharge planners, transition specialists and other providers to coordinate and implement a comprehensive array of supports and services, ensuring seamless transitions to stable housing. A key aspect of this role is collaboration with a network of referral sources, including hospitals, managed care organizations, medical respite facilities, performing provider systems, and skilled nursing facilities, to identify and enroll eligible participants.

### Education and Experience

1. Associate's degree in a human services or social work related field; and
2. One year of experience in housing, Independent Living, community-based supports and services, long term care, and/or disability rights; or
3. An equivalent combination of education and experience.

### Knowledge, Skills, and Abilities

1. Knowledge of state and local housing policies, practices, laws, and issues impacting seniors and people with disabilities preferred.
2. Knowledge of resources, supports and services available in the community for people with disabilities.
3. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
4. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
5. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
6. Ability to communicate effectively, both verbally and in writing.
7. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
8. Knowledge of ethical and professional responsibilities and boundaries.
9. Excellent attention to detail and organizational skills.
10. Ability to multi-task and work effectively in both a team and individual setting.
11. Capacity to work in various settings, including home visits and community-based locations.
12. Valid Driver's License and reliable vehicle.

### Essential Job Functions

1. Actively support STIC's mission, philosophy, and values and the pursuit of community integration for all people with disabilities.
2. Conduct intakes and determine eligibility for potential Rapid Transition Housing (RTH) participants who are

identified as a homeless high utilizer by a Hospital, Managed Care Organization, Medical Respite, Performing Provider System, or Skilled Nursing Facility.

3. Assist eligible RTH Housing participants through all steps necessary for RTH program enrollment, including: collecting and completing required program documentation, filling out housing applications, obtaining household goods and/or support for moving expenses, arranging unit inspections, etc.
4. Assist RTH participants with identifying individualized goals and develop and implement an Individualized Service Plan (ISP), in collaboration with transition specialists, service coordinators (SC), Nursing Home Discharge Planners, Care Managers (CM), natural supports, and/or advocates, as appropriate.
5. Work with participants and/or their with transition specialists, service coordinators (SC), Nursing Home Discharge Planners, Care Managers (CM), natural supports, and/or advocates to ensure adequate supports are in place for a successful transition to stable housing.
6. Identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the RTH program in the future.
7. Maintain a registry of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
8. Complete all required RTH and IL paperwork and utilize the NYAIL Database to provide information about contacts, participant needs and services provided.
9. Develop and implement outreach strategies to promote STIC's RTH/OHS housing services.
10. Other housing tasks related to the RTH program and/or the Olmstead Housing Subsidy(OHS) program.
11. Attend required trainings and meetings as directed by NYAIL or Supervisor.
12. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
13. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
14. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
15. Perform all other duties relevant to the position, as requested.

#### **Physical Requirements/Working Conditions**

1. Ability to sit/stand throughout day to accomplish job.
2. Work requires minimal lifting of up to 10 pounds.
3. Ability to reach above shoulder level.
4. Ability to turn/twist upper body.
5. Ability to enter data, notes, and other documentation into a computer.
6. Must be able to regularly travel throughout a 12-county service area. This may also include travel to regional- or state-level meetings or functions within NYS on occasion.
7. Occasionally work a flexible schedule that may include early mornings, evenings, and weekends.

*Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.*

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*

#### **I have read and understand the responsibilities outlined in this job description.**

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: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_