



Southern Tier Independence Center

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Position Title	Social Care Network Housing Specialist	HR USE ONLY	
Date Issued	12/2024	Hour Per Week/ Status	40 hours/FT
Date Revised	12/2024	Hourly Rate	\$20.00/hour
Reports to	Transition Director	FSLA Status	Non-Exempt
Department	Social Care Network	Location	Broome

Summary

The SCN Housing Specialist is a key member of the Social Care Network (SCN) team, responsible for facilitating access to stable housing and related services for eligible members. This role ensures a seamless and coordinated service delivery process by collaborating with members, Social Care Navigators, and other stakeholders to achieve individualized housing-related goals. The Specialist will provide hands-on support to members by assisting with applications, securing housing, navigating tenancy needs, and overcoming barriers to access services.

Education and Experience

1. Associate's degree in Social Work, Human Services, or a related field; and
2. Two years' experience in care management, social services; or
3. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

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

Essential Job Functions

1. Upon acceptance of a referral, conduct outreach to SCN members and initiate a service delivery per the SCN Operations Manual.
2. Assist eligible members in accessing housing and related supports including pre-tenancy and tenancy sustaining services, rental subsidies, utility set up, community transitional supports, etc.
3. Assist members with collecting and completing required program documentation, filling out housing applications, and required documents.
4. Collaborate with members and their Social Care Navigator to establish housing related goals within their individualized Social Care Plan.
5. Review and update members' Social Care Plan throughout services as needed and with notes helpful to

support service coordination by health and social care professionals.

6. Collaborate with members' Social Care Navigator, related health and social care providers, natural supports, and/or advocates to execute the member's Social Care Plan and ensure seamless service delivery.
7. Utilize a closed-loop referral system to receive, track and manage referrals to community services, and document member engagements and outcomes, including initiation and completion of services.
8. Maintain accurate case notes and other relevant documentation in compliance with SCN requirements and state and federal guidelines.
9. Identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the Social Care Network in the future.
10. Assist with maintenance of a registry of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
11. Advocate on behalf of members to address barriers to services.
12. Attend and participate in regular team meetings, training, and development opportunities.
13. Comply with all STIC policies and procedures, as well as applicable state and federal laws, rules and regulations related to the Social Care Network and the NYHER 1115 Waiver.
14. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
15. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
16. Regularly travel throughout a six county service area.

Physical Requirements/Working Conditions

1. Work is typically performed indoors and requires minimal lifting of up to 10 pounds.
2. Position requires member home visits.
3. Ability to sit/stand throughout day to accomplish job.
4. Ability to enter data, notes, and other documentation into a computer.
5. Must be able to travel throughout covered counties in and around the Southern Tier as needed. This may also include travel to regional- or state-level meetings or functions within NYS on occasion.

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: _____