



# Southern Tier Independence Center

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|-----------------------|--|------------------------------|--------------------------|
| <b>Position Title</b> | Rapid Transition Lead Housing Specialist | <b>HR USE ONLY</b>           |                          |
| <b>Date Issued</b>    | February 2025                            | <b>Hour Per Week/ Status</b> | 40 hours/week/ Full-Time |
| <b>Date Revised</b>   | October 2025                             | <b>Hourly Rate</b>           | \$20.50/hour             |
| <b>Reports to</b>     | Housing Services Coordinator             | <b>FSLA Status</b>           | Non-Exempt               |
| <b>Department</b>     | Rapid Transition Housing Program (RTHP)  | <b>Location</b>              | Broome                   |

### Summary

The Rapid Transition Lead Housing Specialist will support individuals transitioning from homelessness into stable housing, focusing on high utilizers identified by hospitals, Managed Care Organizations, and other providers. This role involves conducting intakes, determining eligibility, assisting participants with enrollment, identifying suitable housing options, and coordinating with service providers to ensure ongoing support. The Regional Lead will maintain a housing registry, track program activities, and report data accurately. The Regional Lead will also serve as a regional point of contact for housing referrals and eligibility reviews.

### Education and Experience

- Bachelor’s Degree in Health, Human Services, or related field.
- Professional experience in housing, community organizing, Independent Living, long term care, and/or disability rights, strongly preferred.
- 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. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
3. Strong leadership and team management skills.
4. Knowledge of housing programs, resources, and regulations.
5. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
6. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
7. Ability to communicate effectively, both verbally and in writing.
8. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
9. Knowledge of ethical and professional responsibilities and boundaries.
10. Excellent attention to detail and organizational skills.
11. Ability to multi-task and work effectively in both a team and individual setting.
12. Capacity to work in various settings, including home visits and community-based locations.
13. 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. Serve as the RTH Regional Lead. This includes conducting intakes, determining eligibility, assisting participants with enrollment, identifying suitable housing options, and coordinating with service providers to ensure ongoing support.
3. Conduct intakes and determine eligibility for potential Rapid Transition Housing (RTH) individuals who are identified as a homeless high utilizer by a Hospital, Managed Care Organization, Medical Respite, Performing Provider System,

- or Skilled Nursing Facility.
4. Assist eligible RTH Housing participants through all steps necessary for 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.
  5. Review referrals sent by Open Doors Transition Specialists and make assignments.
  6. 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.
  7. Identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the RTH program in the future.
  8. Work with participants and/or their 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.
  9. Conduct outreach to community organizations, housing providers, nursing homes, and other stakeholders to expand housing opportunities and promote awareness of the RTH program.
  10. Maintain a registry of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
  11. Other housing tasks related to the RTH program.
  12. Serve as the primary point of contact between STIC and New York Association on Independent Living (NYAIL) for regional RTH program matters, ensuring timely submission of reports, data, and updates.
  13. Complete all required RTH and IL paperwork and utilize the NYAIL Database to provide information about contacts, participant needs and services provided.
  14. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
  15. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
  16. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
  17. Perform all other duties relevant to the position as requested.

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

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding
- Required travel throughout a 12-county service area.
- 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: \_\_\_\_\_