



Job Description

Job Title: OHS Housing Specialist, Grade 5
Reports to: Lead Housing Specialist
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Onondaga, Madison & Oswego Counties

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

Serve as the Housing Specialist for the Olmstead Housing Subsidy (OHS) program, serving the counties of Onondaga, Madison and Oswego Counties.

Qualifications:

- Associates Degree required, Bachelor's Degree preferred; or, equivalent combination of education and related experience
- Extensive knowledge of housing services, including Housing and Urban Development (HUD) guidelines, community resources and community-based services provider necessary
- Must provide proof of flu vaccination for the annual influenza season; or, sign agreement to wear appropriate surgical flu mask when working with participants
- Practice hygienic hand washing procedures, or use alcohol-based hand sanitizer
- Excellent communication and organizational skills
- Proficient budgeting skills
- Proficiency in Word and Excel, general computer literacy to navigate databases, use email, and other required electronic systems
- Clean driver license and reliable transportation for travel throughout the service area
- Proven ability to learn new software

Essential Functions:

- Work collaboratively with Open Doors ("Money Follows the Person"/MFP) program staff to identify individuals in nursing homes that are eligible for the OHS
- Help identify strategies and goals for local outreach, and identify partnerships to be developed, both statewide and locally
- Develop and maintain positive relationships with housing developers, apartment managers and landlords to further the understanding of the program and increase the availability of affordable and accessible housing
- Accept referrals from nursing facilities, transition specialists, local administrators, individuals, family members, landlords, advocates and from New York Association on Independent Living (NYAIL)
- Assign participant to a housing specialist from their region based upon the location of the participant and availability
- Determine OHS eligibility and if appropriate, search for housing that will meet the needs of the individual including affordability and accessibility
- Follow OHS procedures for inspection of property and approval of subsidy

- Work with participants to identify needed Community Transition Services (CTS) such as security deposits, utility deposits and essential household furnishing; follow OHS procedure for approval of CTS
- Provide CTS and bill fiscal intermediary as per OHS procedures
- Complete all required OHS and IL paperwork and utilize NetCIL (internal database) and NYAIL databases to provide information about contacts, participant needs and services provided
- Attend required trainings as directed by NYAIL or supervisor
- Complete all reporting requirements for OHS, as developed by NYAIL. This includes but is not limited to timely submission of invoices, request for tenancy approvals and CTS requests
- Document and share with NYAIL barriers encountered that hinder stable housing, including information gathered from auxiliary ILCs about barriers encountered, and offer solutions to NYAIL
- Provide technical assistance to auxiliary ILCs, as needed or requested
- Maintain confidential records, process paperwork in a timely manner and provide information for reports, as requested
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Represent ARISE professionally by demonstrating the highest ethical standards
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 11 paid holidays plus
 - Summer hours Fridays – as scheduled from Memorial Day to Labor Day
 - 20 Earned Time Off days (5.77 hours accrued each biweekly pay cycle) in first and second year of employment; 25 ETO days after 2 years; 30 ETO days in future milestone years
- Participation in the 401(k) plan available at hire; 100% vested employer match after one year
- Excellent medical plan through Excellus BC/BS
- Great dental and vision coverage through Guardian / VSP
- Company-paid health reimbursement arrangement (HRA) covers first 70% of deductible
- Flexible spending arrangement (FSA) for both medical expenses and dependent care
- Free life insurance and long term disability coverage through Lincoln Life
- Free / Confidential Employee Assistance Program (Help-People affiliated with Crouse Hospital)
 - Option to enroll in voluntary benefit plans at annual open enrollment