



Job Description

Job Title: Independent Living Specialist, Rapid Transition Housing, Grade 5
Reports to: Lead Housing Specialist
FLSA Status/Schedule: Non-Exempt: 37.5 hours/week
Location: Syracuse; anticipated travel throughout county of service

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 Independent Living Specialist for the Rapid Transition Housing program, serving Onondaga County, by coordinating community-based services and providing one-on-one support to maintain stable housing for program participants.

Required Qualifications:

- Associates Degree Required, Bachelor's Degree Preferred; or equivalent combination of education and related experience
- Excellent communication and organizational skills
- Experience working with individuals with disabilities required
- Solid knowledge of available community-based services
- Proficiency in Word and Excel, general computer literacy to navigate databases, use e-mail and other required electronic systems
- Valid New York State Driver's License

Essential Functions:

- Work as a team with the Housing Specialists
- Take direction from the Lead Housing Specialist to meet all program requirements
- Accept referrals from Housing Specialists once participant has been approved for the service
- Assist participants with identifying individualized goals
- Develop in collaboration with the participant and relevant contacts an Individualized Service Plan (ISP)
- Ensure ISP includes individualized goals as well as necessary wrap-around services provided by ARISE and/or other community-based agencies
- Provide one-on-one and advocacy support as necessary
- Visit with the participant at minimum twice annually in person and monthly by the phone
- Utilize existing networks and create new relationships with community-based organizations
- Complete all required RTH and IL paperwork and utilize NetCIL (internal database) and the NYAIL database to provide information about contacts, participant needs and services provided
- Attend required trainings and meetings as directed by NYAIL or supervisor
- Complete all reporting requirements for RTH, as developed by NYAIL
- Document and share with NYAIL barriers encountered that hinder stable housing and offer solutions to NYAIL
- Maintain confidential records, process paperwork in a timely manner and provide information for reports as requested

- Exercise sound judgement 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
- 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