



Job Description

Job Title: Housing Advocate, Grade 5
Reports to: Manager of Advocacy
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Onondaga County

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

Qualifications:

- Bachelor's Degree preferred, and one (1) year of experience locating apartments for people with disabilities.
- Working knowledge of community (Onondaga County) resources, affordable/accessible housing programs and locations, Section 8, HUD, USDA, DSS, rental properties and subsidized housing
- Working knowledge of human rights/fair housing laws, ADA, Section 504 and access requirements in housing
- Experience working with people of various ages and with different types of disabilities
- Clean driver license and reliable transportation to travel to housing sites
- Bilingual ability a plus (English/Spanish; and/or Sign Language)

Essential Functions:

- Assist individuals to locate and obtain inclusive, affordable and /or accessible apartments in Onondaga County
- Provide referrals for support services to maintain independent living.
- Perform individual and systems advocacy to decrease discrimination in housing opportunities and create more affordable, accessible housing options by working with landlords and developers
- Advocate for housing accommodations for individuals
- Fulfill requirements of annual city and county contracts funding this position: maintain confidential individual files; use computer and databases (MS Word, NETCIL, Therap) to keep accurate records and produce/submit monthly, quarterly and annual reports and score cards
- Communicate via telephone, email and/or face-to-face with individuals from diverse backgrounds; maintain professional communication during times of stressful circumstances
- Access a diverse range of potential housing sites, including accessible as well as inaccessible locations
- Support the ARISE Mission, participate in advocacy team events, public hearings, and reply to action alerts
- Represent ARISE professionally by always acting with the highest ethical standards, including detachment from personal involvement with individuals and/or their family members
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- 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
- 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

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