**Rapid Transition Housing Subsidy Program/Olmstead Housing Subsidy Program**

**Housing Specialist**

**Reports to: Director for Housing Programs**

**Travel Required:** The Housing Specialist’s office is located in Medford, N.Y. but job responsibilities will require for the individual to travel through-out Nassau and Suffolk County. Conference in Albany to be attended as needed.

**Reliable vehicle with appropriate insurance coverage required.**

**Salary Range: $42,000-$44,000**

*Health Insurance (NYSHIP) at no cost to employee, starting after 3 month probationary period*

*Vision and dental insurance available at a low cost*

*Extensive Holiday schedule and Paid Time Off*

*Mileage reimbursement for job related travel*

*Family friendly environment*

*403B offered*

**Position: Full time; 35 hours per week; (does not include lunch).**

**Applicants will be trained.**

# Qualifications

* Bachelor's degree preferred ***or*** an equivalent combination of education and experience to successfully perform the essential duties of the position may be substituted.
* Professional experience in housing, community organizing, Independent Living, long term care, and/or disability rights strongly preferred.
* Knowledge of state and local housing policies, practices, laws and issues impacting seniors and people with disabilities preferred.
* Willingness and ability to readily respond to changing circumstances and expectations.
* Personal experience with disability a plus.

# Responsibilities

# Identify independent housing opportunities for unstably housed individuals who are either in an inpatient setting or unstably housed in the community.

* Assist eligible participants through all steps necessary for enrollment and admission, including: acquiring eligibility documentation, filling out housing applications, obtaining household goods and/or support for moving expenses, completing unit inspections, etc.
* Collaborate with applicants and/or his/her Independent Living Specialist, Transition Specialist, Service Coordinator (SC), Nursing Home Discharge Planner, Care Manager (CM), natural support, or advocate to ensure a support services plan is in place for program enrollment.
* Conduct follow-up after subsidy is initiated including but not limited to verifying occupancy of unit, continued eligibility for program, and assist in completing energy assistance applications.
* Work to identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the program in the future.
* Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
* Track and report on all activities using the statewide project database.
* Attend trainings and perform other duties as requested by the Program Director or the Chief Executive Officer.