

## **ARISE**

### **Job Description**

**Job Title:** Independent Living Specialist, Rapid Transition Housing, Grade 5  
**Reports to:** Lead Housing Specialist  
**FLSA Status:** Non-Exempt

**Job Summary:** Serve as the Independent Living Specialist for the Rapid Transition Housing program, serving Onondaga County, by locating and maintaining community-based housing for eligible participants following all program guidelines.

#### **Essential Functions:**

- Work with and take direction from the Lead Housing Specialist to meet all program requirements
- Utilize existing networks and create new relationships with community-based organizations, long-term care and adult residential facilities, local housing authorities, landlords, and developers, and local and state government agencies to recruit potential program participants
- Offer education within those networks to raise awareness about the availability of the services provided through this project and how they could benefit participants
- Review participant information for eligibility, conduct a thorough intake, and follow admission and approval process, working closely with NYAIL's Program Coordinator
- Search for housing that will meet the needs of the individual including affordability and accessibility
- Follow procedures for inspection of property and approval of subsidy
- Work with participants to identify needed community transition services (CTS) such as security deposits and essential household furnishing; follow procedure for approval of CTS
- Purchase CTS and forward all required support documentation to ARISE's finance office
- Conduct verification of tenancy and rental agreement renewal as required
- 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, including but 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 and offer solutions to NYAIL
- 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
- Other duties as assigned

**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
- Excellent communication and organizational skills
- Solid budgeting skills
- Proficiency in Word and Excel, general computer literacy to navigate databases, use e-mail, and other required electronic systems
- Clean driver license and reliable transportation for travel throughout Onondaga County