



Job Description

Job Title: Independent Living Specialist (ILS), 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 coordinating community-based services and providing one-on-one support to maintain stable housing for program participants.

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 the participant at least twice annually in person and via phone monthly
- 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 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
- 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
- Clean driver license and reliable transportation for travel throughout Onondaga County