



**CIDNY**  
Center for Independence  
of the Disabled, NY

# Housing Project Specialist

## Position Summary

CIDNY is seeking a Housing Specialist for a new statewide pilot program to provide housing subsidies to individuals transitioning or diverting from institutional settings in NYC to the community. The Olmstead Housing Subsidy (OHS) program is a project of the New York Association on Independent Living funded by the NYS Department of Health.

## Role and Responsibilities

- Conduct outreaches to identify eligible participants.
- Receive referrals and follow-up within ten days to verify eligibility, and complete program documents for appropriate candidates.
- Assist participants through all steps necessary for enrollment, including: filling out housing applications, obtaining household goods and/or support for moving expenses, arranging unit inspections, etc.
- Work with applicants and/or his/her 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 and continued eligibility for program.
- Administer surveys to participants who have been placed in the community.
- Identify landlords, public housing, private housing, rental units, housing developers, and rental management companies which may be suitable for current and future participants.
- Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
- Ensures all significant client data and service provision details are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases.
- Attends Agency's in-service training and unit meetings as well as any other agency-related activities.
- Perform other program-related duties as assigned.

## ABOUT CIDNY

CIDNY is a nonprofit organization founded in 1978. CIDNY is part of the Independent Living Centers movement: a national network of grassroots and community-based organizations that enhance opportunities for all people with disabilities to direct their own lives. CIDNY is the voice of people with disabilities in New York City. CIDNY staff and board include social workers, lawyers, and other highly qualified professionals, most of whom are people with disabilities. The staff all have a strong belief in self-determination and bring valuable life experience and insights to their work.

- racially and ethnically diverse with the ability to communicate in over 27 languages including ASL
- speaks for everyone who lives with a disability, whether it came at birth, by injury, disease, or during the process of aging
- educate the public and advocate for civil rights and a strong safety net of benefits and services

## Qualifications

- Minimum of a bachelor's degree in Human Services or related field, and two years of relevant and related work experience with State and/or federal housing programs and other housing related issues.
- Preferred candidates should have a significant understanding of housing development, the public and private real estate industry, as well as Public Housing Authorities. In addition, candidates should have in depth knowledge of State and federal housing programs, familiarity with housing issues as they relate to persons with disabilities, and experience working with advocates and the ability to create and nurture working partnerships both internally and externally.
- Candidates should possess excellent written and oral communication, organizational, and research skills.
- Ability to travel in the New York City boroughs.
- Individual must have time management skills to maintain individual/community outreaches, caseload, documentation and administrative requirements.
- Ability to work well independently as well as part of a team.
- Must be computer literate on basic Microsoft Programs and Internet search use.
- Experience counseling individuals with disabilities preferred.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds.
- Competence in languages other than English preferred.

## Application Process

To apply for consideration for this career opportunity for people with disabilities, email application and any request for accommodations to Jill Zomp, [jzomp@benderconsult.com](mailto:jzomp@benderconsult.com) with **CIDNY Housing Project Specialist** in the subject line. Please include how you heard about the search. Applications will be reviewed as they are received. Applications should contain a **resume** and thoughtful **cover letter** that **must** describe how your skills and experience meet the qualifications and personal characteristics stated above and in the job description.

CIDNY has retained the executive search firm and certified woman with a disability-owned business enterprise, Bender Consulting Services, Inc. to conduct this search, [www.benderconsult.com](http://www.benderconsult.com). Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers.