

JOB OVERVIEW

JOB TITLE	Independent Living Housing Specialist (ILHS)
DEPARTMENT	Rapid Rehousing Program, Independent Living of Genesee Region (ILGR)
LOCATION	Batavia, N.Y.
DIRECT SUPERVISOR	Housing Coordinator

GENERAL JOB DESCRIPTION

Coordinate Independent living skills, evaluations and training for people with disabilities. Assist in the personal adjustment of an individual's disability and maximize community participation.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Coordinate and conduct independent living evaluations for people with disabilities, including evaluation of housing status.
2. Determine eligibility for the Rapid Rehousing program and complete the required documentation, entering all necessary data into the Homeless Management Information System (HMIS).
3. Coordinate individual budget plans for Rapid Rehousing consumers.
4. Assist with public benefit applications including Supplemental Security Income/ Social Security Disability Income (SSI/SSDI).
5. Provide counseling to people with disabilities for the purpose of identifying life goals, objectives, and values. Assist with housing, transportation and employment seeking goals.
6. Conduct home and building architectural barrier consultation utilizing federal and state guidelines on disabilities.
7. Conduct inspections of housing rental units to determine eligibility for Rapid Rehousing Consumers.
8. Complete and submit financial documents securing rent and security deposit payments.
9. Complete and maintain accurate fiscal records.
10. Act as a liaison with Rapid Rehousing consumers, landlords, Department of Social Services and Pathstones, Inc. ensuring timely payments and mediating to prevent eviction when possible.
11. Identify housing options and rental units throughout the Genesee, Orleans and Wyoming (GOW) County areas.
12. Provide other assistance necessary to help individuals secure suitable living arrangements.
13. Intervene, at the request of the individual, in crisis situations with agencies and service programs.

14. Attend and/or facilitate partner meetings with respect to housing concerns in the GOW area.
15. Stay current on Housing and Urban Development (HUD) and Rapid Rehousing regulations and guidelines.
16. Accurately documenting consumer services and required paperwork in Western New York Independent Living, Inc.'s (WNYIL's) databases, within two (2) working days of the date of service.
17. Attend Agency's in-service training and staff meetings as well as any other Agency related activities as required.
18. Participate in maintaining a neat, clean, and safe work environment.
19. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate degree in a related human services field

- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

- Qualified candidates will have demonstrated work or volunteer experience in housing-related services or programs.
- Selected candidates should possess knowledge of people with disabilities, as well as federal and state laws pertaining to the rights of people with disabilities.

Associate degree requires two (2) years' related work or volunteer experience with people with housing insecurity.

SKILLS & ABILITIES

- Must have a form of reliable transportation in order to travel independently throughout the three (3) County service areas (Orleans, Genesee, Wyoming) is required.
- Genesee, Orleans and Wyoming County residents preferred.
- Selected candidates must have excellent verbal and written communication skills, in addition to good organizational and analytical skills.
- A desire to advocate for the rights of others is essential.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for people with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/ Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required.

CLASSIFICATION	Full-time, salary, non-exempt, Professional staff. Salary \$48,000 - \$50,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency.

JOB POSTING

Closing Date: July 8th, 2026

Cover Letter and Resume Required to:

Human Resources Dept.

WNY Independent Living, Inc,

3108 Main St.

Buffalo, N.Y. 14214

Employment@wnyil.org