

JOB OVERVIEW	
JOB TITLE	Olmstead Housing Specialist Team Leader
DEPARTMENT	Transition Services
LOCATION	Buffalo, NY.
DIRECT SUPERVISOR	Transition Services Coordinator
GENERAL JOB DESCRIPTION	
Assist the individual's seeking eligibility for housing subsidies to transition from institutional setting to the community. Work as part of a coordinated Independent Living service team.	
SPECIFIC DUTIES & RESPONSIBILITIES	
1. Manage the assignments of Olmstead Housing Subsidy (OHS) consumers for the region to Housing Specialists. 2. Ensure coordination and communication between Housing Specialists. 3. Identify housing opportunities for individuals who are in need of housing in order to leave a nursing home, as well as for those who have unstable housing after leaving a nursing home. 4. Assist eligible OHS 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. 5. Work with applicants and/or their Transition Specialist, Service Coordinator (SC), Nursing Home Discharge Planner, Care Manager (CM), natural supports, or advocate in order to ensure that a support services plan is in place for program enrollment. 6. Conduct follow-up after subsidy is initiated, including but not limited to, verifying occupancy of unit and continued eligibility for program. 7. Work to identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the OHS program in the future. 8. Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services and rental costs. 9. Track and report on all activities using the New York Association on Independent Living (NYAIL) statewide project database. 10. Accurately document consumer services and required paperwork in Western New York Independent Living, Inc. (WNYIL's) the Electronic Consumer Record (ECR), within two (2) working days of the date of service. 11. Attend Agency's in-service training and staff meetings as well as any other agency related activities as required. 12. Participate in maintaining a neat, clean, and safe work environment. 13. Perform other job-related duties as assigned by the supervisor.	
EDUCATION & TRAINING	
Associate Degree in Human Resources/Services or related field	

OR
Bachelor's Degree in Human Resources/Services or related field

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

KNOWLEDGE & EXPERIENCE (if required)

- Professional experience in housing, community organizing, Independent Living, long term care, and/or disability rights strongly preferred.
- Associate degree requires two (2) years of work experience related to Human Resources/Services.
- Bachelor's degree requires one (1) year of work experience related to Human Resources/Services.

SKILLS & ABILITIES

- Must have reliable transportation and the ability to travel independently throughout Erie, Niagara, Genesee, Orleans and Wyoming Counties.
- Must have intermediate level knowledge of computers including the use of excel spreadsheets, databases, word processing, and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons 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: \$42,800 - \$45,800
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.

POSTING INFORMATION

Closing Date: July 31, 2026

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org