JOB OVERVIEW

JOB TITLE	Olmstead Housing Specialist
DEPARTMENT	Transition Services
LOCATION	Niagara Falls, NY.
DIRECT SUPERVISOR	Transition Services Coordinator

GENERAL JOB DESCRIPTION

Assist individuals 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. 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.
2. Assist eligible Olmstead Housing Subsidy (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.
3. Work with applicants and/or the individual's 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.
4. Conduct follow-up after subsidy is initiated, including but not limited to, verifying occupancy of unit and continued eligibility for program.
5. Work as a collaborative member of the entire Transition Services Department and provide support to team members as appropriate and assigned by Transition Services Coordinator.
6. 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.
7. Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services and rental costs.
8. Track and report on all activities using the New York Association on Independent Living (NYAIL) statewide project database.
9. Accurately document consumer services and required paperwork in WNYIL's Electronic Consumer Record (ECR), within two (2) working days of the date of service.
10. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
11. Participate in maintaining a neat, clean, and safe work environment.
12. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate degree in a related human services field

OR

Bachelor's 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)

- Two (2) years of work experience in a related human services field is required.
- Professional experience in housing, community organizing, Independent Living, long-term care and/or disability rights are strongly preferred.
- Experience working with individuals with disabilities preferred.

SKILLS & ABILITIES

- Must have reliable transportation in order to travel independently throughout Erie, Niagara, Genesee, Orleans and Wyoming Counties.
- Possesses excellent written, verbal, and organizational skills.
- Must have intermediate level of 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: $41,000-$43,000
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.

POSTING INFORMATION

Closing Date: December 2nd, 2026
Cover Letter and Resume Required to:

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