UPDATED

JOB OVERVIEW	
JOB TITLE	Olmstead Housing Independent Living Specialist
DEPARTMENT	Transition Services, Olmstead Housing Subsidy
LOCATION	Niagara Falls, N.Y.
DIRECT SUPERVISOR	Transition Services Coordinator

GENERAL JOB DESCRIPTION

Assist individuals seeking eligibility for housing subsidies to transition from an institutional setting to the community. Work as part of a coordinated Independent Living service team.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Manage the assignments of 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 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.
5. Work with applicants and/or their Olmsted Housing Specialist Team Leader, Transition Specialist, Service Coordinator (SC), Nursing Home Discharge Planner, Care Manager (CM), natural supports, or advocate to ensure that a support services plan is in place for program enrollment, and complete independent living services duties as assigned.
6. Conduct follow-up after subsidy is initiated, including but not limited to verifying occupancy of unit and continued eligibility for the program.
7. 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.
8. 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.
9. Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
10. Track and report on all activities using the New York Association on Independent Living (NYAIL) statewide project database.

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11. Accurately documenting consumer services and required paperwork in Western New York Independent Living, Inc.'s (WNYIL's) Electronic Consumer Record (ECR), within two (2) working days of the date of service.
12. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
13. Participate in maintaining a neat, clean, and safe work environment.
    Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate Degree in Human Services or related field
OR
Bachelor's Degree in Human Services or related field

Professional and life experience may be considered in lieu of, 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 is strongly preferred.
- Associate degree requires two (2) years of work experience related to Human Services.

SKILLS & ABILITIES

- Must have reliable transportation and the ability to travel independently throughout Erie, Niagara, Genesee, Orleans, and Wyoming Counties.
- Possesses excellent written, verbal, and organizational skills.
- 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: $41,000-$43,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available.

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	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: September 25th, 2026
Cover Letter and Resume Required to:

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

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