

Catskill Center for
Independence
6104 State Highway 23
Oneonta, NY 13820
607.432.8000 (Phone/TTY)
607.432.6907 (Fax)
www.ccfi.us



Job Description
Community Liaison

Qualifications

1. A minimum of an Associate's Degree in human services or related field preferred with demonstrated positions of increasing responsibility in job history.
2. Must be computer literate with proficiency in Microsoft Suite.
3. Experience working with people with disabilities and/or personal experience with a disability preferred.
4. Knowledge of programs, services and opportunities available in the community.
5. Experience with fundraising and grant writing preferred.
6. Knowledge of current laws related to transition and disability, which include but are not limited to: ADA, IDEA, and Rehabilitation Act preferred.
7. Ability to function as a member of a team.
8. Excellent written and verbal communication skills.
9. Self-starter with the ability to organize, coordinate, prioritize and complete a variety of tasks in a timely, efficient manner with minimal assistance.

Responsibilities

1. Must know, understand and promote the Independent Living Philosophy.
2. Assists administrative staff in promoting and advancing the Center's visibility and positive standing in the community.
3. Assists in the identification of emerging needs and unserved/underserved populations within the disability community.
4. Develops and maintains effective working relationships with community resources and personnel.
5. Maintains an up to date inventory of supplies and equipment which meet state and federal guidelines.
6. Maintains records of all approved orders and date of receipt.
7. Will obtain, reorder and organize informational materials disseminated by the Center to include but not be limited to Center intake packets, SSA Redbook, Transitional Services Directories, the video library, etc.

8. Effectively assist in the preparation, distribution and uploading of informational materials including, but not limited to the Center's newsletter, web site, social media sites, etc. as directed.
9. Assists new consumers in the intake process which includes but is not limited to providing necessary assistance in completion of required forms and provides accurate, up to date information.
10. Assists new consumers in learning about Center services, appropriate disability related laws, self-determination skills, benefit entitlement options, and the independent living philosophy.
11. Ensures direct service staff is appropriately assigned to provide initial follow-up of new consumers and that follow-up is initiated within 5 business days. Ensures supporting documentation is maintained.
12. Provides accurate, appropriate information, makes appropriate referrals to other Center staff and other appropriate community agencies.
13. Identifies housing opportunities for individuals 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.
14. Assist eligible Olmstead Housing Subsidy 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.
15. Work cooperatively with applicants, Transition Specialist, Service Coordinator and other appropriate staff and natural supports to ensure an effective transition from nursing home to community living.
16. Conducts appropriate follow-up after subsidy is initiated including but not limited to verifying occupancy of unit and continued eligibility for program.
17. Works 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.
18. Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
19. Track and report on all activities using the statewide project database.
20. Other duties as assigned by the Executive or Assistant Director.