

Catskill Center for Independence
PO Box 1247
Oneonta, NY 13820
607.432.8000 (Phone/TTY)
607.432.6907 (Fax)
www.ccfi.us



QUALIFICATIONS

- Bachelor's Degree required in human services or related field preferred.
- Knowledge of disability related laws and the rights of people with disabilities.
- Knowledge of programs and services available in the community.
- Must possess excellent "people skills".
- Self-starter with the ability to organize, prioritize and complete tasks in a timely, efficient manner.
- Must be able to function as a team member.
- Experience with working with people with disabilities and/or personal experience with a disability.
- Upbeat personality and the ability to effectively convey trust and understanding.
- Excellent written and oral communication skills.
- Must have reliable transportation and be willing to travel within the Chenango-Delaware-Otsego County region on a regular basis.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Conducts appropriate follow-up after subsidy is initiated including but not limited to verifying occupancy of unit and continued eligibility for program.

- 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.
- Maintain a list of available housing in the region, including degree of accessibility, location, proximity to services, and rental costs.
- Must attend all mandatory trainings scheduled by the local RRDC and or Department of Health for TBI and NHTD Service Coordinators
- Must attend as many non-mandatory trainings as feasible that are scheduled by the local RRDC and or Department of Health for TBI and NHTD Service Coordinators.
- Develops an initial services plan and revised service plans in collaboration with waiver participants as requested.
- Identifies and arranges for necessary services, ensure the service plans are implemented in an appropriate and timely manner, arranges for and conducts required team meeting, conducts home visits as appropriate and generally performs those duties necessary to ensure effective service coordination for waiver participants using the appropriate waiver manual as guidance.
- Prepares and submits required reports in a timely manner.
- Meet all potential participants prior to the establishment of the ISP, participate in monthly meetings with the other Service Coordinators and the Executive Director and, Review and sign off on all service plans as requested by the Executive Director.
- Obtain releases, documentation, and additional information from the consumer
- Encourage and educate the consumer in self advocacy
- Document in writing all activities and maintain detailed, accurate files
- Maintain the confidentiality of all work related information
- Respond to requests for services or information from consumers, family members and significant others within five business days
- Provide accurate, appropriate information, make appropriate referrals to other Center staff and other appropriate community agencies
- Conduct outreach and follow-up activities to assist in the identification of emerging needs with the community as they relate to disability issues
- Other duties as assigned by the Assistant Director or Executive Director