

Transition & Independent Living Specialist

The Transition/IL Specialist (TS) will spend part of their time assisting seniors & people with disabilities who have Medicaid to transition out of nursing homes. The remaining part of their time will be assisting individuals already in the community with core Independent Living services including information and referral, benefits advisement, advocacy, and independent living skills training.

Transition & Housing Services: A majority of the time will be dedicated to the 'Open Doors' Project and serving individuals living in nursing homes who have Medicaid. Through 'Open Doors,' the TS will help link the participant to services in the community including meals on wheels, housing applications, homecare agencies, and other programs and services that may help the participant to transfer back into the community. The staff member will also help the participant search for housing and complete applications for services including housing subsidies and transition funds from the NYS Association of Independent Living. The staff member will also work with the participant's family and social workers to help with a discharge plan. The staff member acts as their Transition & Housing Specialist to obtain suitable services in the community for discharge.

More detailed information about the NYAIL Open Doors and Olmstead Housing Subsidy programs can be found at <https://ilny.us>

On average, the amount of individuals served with Transition services is 7-10 people per month.

Responsibilities of the Open Doors Project:

- Travel throughout Jefferson and St. Lawrence Counties to provide face-to-face visits with consumers who want to leave the nursing home. Face to face meetings will depend on the preference of the Nursing home. Much of the follow up with the participant is via phone or ZOOM.
- Distribute outreach materials about transition and MILC services. This can be done at health fairs, community events, or posted at various locations.
- Present on the transition and MILC services during meetings with other agencies.
- Work in collaboration with the lead coordinator of the project, NYAIL, long term care facilities, individuals, and family members to ensure the transition process is coordinated for each participant.
- Provide unbiased information, linkages, referrals, and advocacy on behalf of the participant.
- Assist the participant to develop a person-centered transition plan with their social workers.
- Help with discharge planning.
- Assist the participant to apply for various programs including lifeline, SNAP, housing subsidies, low-income/senior housing, homecare programs, and more.
- Assist the participant to obtain household goods and supplies to assist with a successful transition, if applicable.
- Assist the participant navigate the home healthcare system to find a suitable program to meet their needs.
- Search and apply for housing for the participant, such as senior housing complexes.
- Follow up routinely with the participant after discharge.

Independent Living Services: The remaining time will be spent assisting individuals of all ages and disabilities who are already living independently with various core services. Clients served by IL Services will be located primarily in St. Lawrence County but may be provided outside of that area. MILC has multiple Independent Living Specialists on staff so cross-county services are sometimes provided to help with coverage. Core independent living services include:

- Information and referral about other agencies and services
- Advocacy

- Benefits Advisement - such as assistance in applying for benefits like HUD, HEAP, and housing assistance.
- Independent Living Skills training - assisting participants to plan and develop their life skills in areas of communication, their home, transportation, and more.

REQUIREMENTS

- All education and work histories will be considered
- Excellent oral and written communication skills
- Experience with public speaking a plus +
- **MILC is a peer-run disability organization. Personal experience with a disability a plus +**
- Must have strong computer skills and experience with Microsoft Office programs; have the ability to learn new programs and databases; have proficiency using a computer/fax/copier machine.
- Ability to interact professionally with consumers who face various barriers, including disabilities.
- Respectful and comfortable with people from different backgrounds
- Act in a professional demeanor at all times.
- Ability to work independently and manage multiple tasks
- Must possess a valid driver's license, reliable vehicle, and vehicle insurance; must be willing to travel throughout the entire service area.

SUPERVISION

- This position does not act in a supervisory manner
- The TS will report to the NYAIL leads, the Coordinator of Independent Living, and the Deputy Director/Executive Director of MILC

BENEFITS AND PAY

- Full Time Position, 40hpw, non-exempt
- Monday-Friday 9AM-5PM. These hours will not be reduced even during slow periods.
- 30 min paid lunch and x2 15 min paid breaks daily, so the workweek is 35hpw
- \$17.00 per hour

Generous Benefit Package includes:

- 11 paid Holidays
- 80 paid hours sick time
- 80 paid hours vacation annually. Years 1-4 are 80 hrs per year, Year 5 increases to 120 hours, and every year after that the employee is provided with an addition 8 hours of vacation time (ie: Year 6 = 128, Year 7 = 136, and so forth)
- 32 paid hours personal time
- Paid bereavement time
- Paid lunch and breaks
- Paid Snow Days & Snow Delays (based on local school closures)
- Paid jury duty leave
- 403(b) retirement Plan with an employer 3% contribution after a vested period with the agency
- Excellent health insurance for the employee! Single health coverage at only \$20.00 a month premium. MILC provides an HRA that pays 80% of the medical copays/coinsurance costs. \$5.00 a month for dental + vision for the employee. MILC does not offer Family health insurance, but we do offer Family Dental/Vision for an additional cost.
- Mileage reimbursement at IRS rate (currently 0.655/mile eff. 2023)

- All other required benefits: Worker's Compensation, Paid Family Leave, Maternity leave, Unemployment, Short Term Disability, etc.
- MILC is an Equal Opportunity Employer and strongly encourages people with disabilities and/or minorities to apply.

IMPORTANT - COVID19 Related Policies

- *****MILC, like many other employers in the health-related fields - serves consumers with serious and chronic medical conditions. In addition - MILC is an Independent Living Center - where over 50% of staff by mandate must be people with disabilities/chronic health conditions. **MILC has implemented a mandatory vaccination program for all employees. Upon hire, an employee would need to provide MILC with proof of full COVID19 vaccination.** This is meant to ensure the safest possible environment for those who work in our agency and/or otherwise visit our offices.

This description may not include all of the duties; knowledge, skills, or abilities associated with this position and will be modified as the need arises.