

## **EXTERNAL JOB POSTING**

**TITLE:** No Wrong Door (NWD) Independent Living Specialist-ILNC

**DESCRIPTION:** Will work with the NWD Team in participating county(s) to connect aging or disabled individuals and their families to established support programs, critical pathway providers to help facilitate access to needed home and community based supports and services and streamline access to public benefits and application assistance.

### **DUTIES:**

1. Complete training and participate in the state-mandated Information and Assistance Training, Person-Centered Assistance/Options Counseling and training.
2. Implement and adhere to the Administration of Community Living (ACL) National Standard on Options Counseling.
3. Participate in all necessary cross agency training and document all attendances with NWD Team Coordinator.
4. Work in collaboration with the Specialized NWD/NY Connects standards to assist aging, people with disabilities and their caregivers.
5. Provide information and assistance and the NWD Screen for NY Connects contacts, including walk-ins and off-site visits.
6. Provide barrier-free access to services that accommodates people with special needs and access for individuals who speak languages other than English.
7. To learn and utilize the NWD Screen to collect prescribed information to link individuals and caregivers to appropriate resources and services.
8. Facilitate a safe transition for consumers leaving a nursing home or institutional setting into the community by establishing partnerships with critical pathway providers.
9. Completing applications and eligibility determination, as well as tracking the outcomes on a monthly basis or as required by New York State Office Of The Aging (NYSOFA).

10. Attend in NY Connects Staff, NWD and Long Term Care Council (LTCC) meetings.
11. Responsible for reporting all consumer activity, certifications and trainings, and meeting attendance.
12. Accurately document consumer services and required paperwork in WNYIL's SPR database, as well as the Consumer Service Record (CSR), within two business days of the date of service.
13. Participate in maintaining a neat, clean and safe work environment.
14. Perform any other duties as deemed legally and ethically necessary by the supervisor.

**SUPERVISION:** Works under the direct supervision of the Director of Independent Living of Niagara County.

**STANDARDS OF PERFORMANCE:** Must, at all times, perform in a professional, conscientious and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

**QUALIFICATIONS:** Must possess a Bachelor's or an Associate's Degree related to human services with work experience related to same. Selected candidate should possess knowledge of persons with disabilities, as well as federal and state laws pertaining to the rights of persons with disabilities. Ability to work independently at WNYIL, NY Connects, and off site visits to provide seamless coordination of services. Understanding or ability to learn resources in the delivery systems for aging and populations with disabilities and how to connect consumers to more intensive services. The ability to learn about Medicaid, Medicare, pooled trust and other financial resources that may be a barrier or need to obtain services. Must have excellent verbal and written communication skills, good organization and analytical skills. A desire to advocate for the rights of others is essential. Must successfully complete the Cornell University's Benefits Advisement Program within one year of employment. Professional and life experience may be considered in lieu of, in

full or part of academic credentials. Preference is given to Niagara County residents.

Reasonable accommodations will be made for persons with disabilities.

Western New York Independent Living, Inc. is an Equal Opportunity Employer.

*(Western New York Independent Living, Inc. is a Scent Free Organization.)*

**CLOSING DATE:** March 24, 2017

**SUBMIT RESUME**

**AND COVER LETTER TO:**

Tina Brown, HR Director/CCO  
WNY Independent Living, Inc.  
3108 Main Street  
Buffalo, NY 14214  
employment@wnyil.org