



## **Job Title: SUPPORT SERVICES SPECIALIST**

Full time salaried position (37.5 hours per week Monday thru Friday/benefits package)

### **QUALIFICATIONS:**

Four-year college degree required or equivalent work experience; prior experience with program administration; excellent written and oral communication skills; an awareness to people with disabilities; prior experience with training/workshop coordination and public presentations; knowledge of community resources; determine measurable outcomes pertaining to achieving independent living objectives and goals; a combination of education and experience will be considered; salary will be based on education and experience; reliable personal transportation required.

### **JOB DESCRIPTION:**

Assist the Permanent Housing Coordinator in administering the Permanent Supportive Housing program designed to assist homeless individuals/families with disabilities secure long-term housing and financial stability. Provide employment supports, including: workshops, resume building, time management, budgeting etc. Assist consumers within the Permanent Housing Program to find, apply, and maintain employment.

### **RESPONSIBILITIES:**

Work with consumers on an individual basis providing information and assistance as it relates to disability benefits, employment, public access, etc.

Assist eligible consumers in applying for cash and non-cash benefits such as Food and Medical Assistance; Supplemental Security Income (SSI); Social Security Disability Insurance (SSDI); Veterans' Administration benefits (VA); Medicaid; Medicare; and other benefits as available.

Conduct employability assessments on all consumers within the Permanent Housing Program participants and assist with their individual living plan goal attainment.

Conduct workshops to educate consumers regarding employment related topics: resumes, time management, budgeting, interviewing techniques, workplace etiquette.

Provide information and referrals to consumers related to employment, job fairs, etc.

Assist consumers with the application process to attain employment and advocate on their behalf when necessary.

Develop and maintain collaborative relationships with Cincinnati Metropolitan Housing Authority (CMHA), housing providers and area property investors to promote the philosophy of inclusion and the development of affordable accessible housing.

Work closely with Center staff in referring consumers for Peer Support, Independent Living Skills training, and other services as appropriate.

Compile and maintain all consumer demographics for federal reporting.

Maintain up-to-date records on consumers as required by the Center's regulations.

Provide individual sessions with all consumers in the Permanent Housing Program, to assist with employment related activities and their individual living plan goal attainment.

Serve as a representative of the Center to the homeless services community, and develop and maintain key relationships with organizations, businesses and employers.

Work in conjunction with the Permanent Housing Coordinator to ensure all consumers are receiving needed services promptly.

Other duties as assigned.

**Interested Applicants should remit cover letter (including salary requirements) and resume to:**

**The Center for Independent Living Options, Inc.**  
**Attn: Director of Programs**  
**2031 Auburn Avenue**  
**Cincinnati, OH 45219**

**F: (513) 241-1707**  
**E: [shopkins@cilo.net](mailto:shopkins@cilo.net)**

**NO TELEPHONE INQUIRIES PLEASE**

*We are an equal opportunity employer committed to hiring people reflecting the diversity of our organization. People with disabilities are strongly encouraged to apply.*