



Independence Alliance empowers people with disabilities to lead independent and inclusive lives in the community.

Position Title: Support Services Specialist

Full time position (37.5 hours per week) with the area's only Independent Living Center, a non-profit providing services for people with disabilities. The Support Services Specialist assists the Permanent Housing Coordinator in administering the Permanent Supportive Housing Program (PSHP) designed to assist homeless individuals/families with disabilities to secure long-term housing and financial stability. The Support Services Specialist provides employment support, including workshops, resume building, time management, budgeting etc., and assists consumers within the Permanent Supportive Housing Program to find, apply, and maintain employment. Compensation is up to \$24 per hour based on education and experience. Generous benefits package included along with mileage reimbursement for travel in Southwestern Ohio.

Essential Job Functions:

- 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 Supportive Housing Program and assist participants 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.
- Assist Permanent Housing Coordinator in conducting initial and annual housing inspections.
- Provide documentation that rental units met HUD's Housing Quality Standards before any CoC program funds are provided and that all rental units were inspected at least annually [24 CFR 578.75(b)(1)) (2); 24 CFR 578.103(a)(8)]
- Work closely with Independence Alliance 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 Independence Alliance regulations.
- Provide individual sessions with all consumers in the Permanent Supportive Housing Program, to assist with employment-related activities and their individual living plan goal attainment.
- Serve as a representative of Independence Alliance 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.

Position Qualifications:

- Four-year college degree required and/or equivalent work experience
- Prior experience with program administration
- Excellent written and oral communication skills

- Disability awareness/experience working with people with disabilities
- Prior experience with training/workshop coordination and public presentations
- Knowledge of community resources
- Able to determine measurable outcomes pertaining to achieving independent living objectives and goals
- Valid driver's license and car insurance with reliable personal transportation required.

To Apply:

If you have the prerequisite experience and skills, please submit your resume with a cover letter stating your qualifications, strengths, and experience by email. The successful candidate must pass a drug screen and criminal background check.

Independence Alliance

Attn: Director of Ohio Programs

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www.independencealliance.org

Independence Alliance is an equal opportunity employer committed to building a team that reflects the diversity of our community. We offer equal employment opportunities to all applicants.