



Position Title: INDEPENDENT LIVNG SPECIALIST
--

Department: Programs	Budgetary Responsibility: None
----------------------	--------------------------------

Reports to: Executive Director	FLSA Status: nonexempt
--------------------------------	------------------------

Salary: .50 FTE \$11,440 - \$15,600 Annual
--

**POSITION SUMMARY**

The Independent Living Specialist (ILS) is a professional level, direct service responsible for providing: outreach, intake, assessment, developing and implementing independent living skills plans utilizing all available resources under supervision of the Executive Director and coordinated by the Lead Independent Living Coordinator. The ILS provides services to individuals of all permanent disabilities of all ages.

The position assists individuals obtain and maintain independent living situations through the utilization of existing resources. The position provides information and referral, independent living skills training (basic money management) equipment services, benefits counseling, peer counseling – both group and individual, barrier removal and housing location assistance, individual and systems advocacy, disability awareness and outreach, and other services as assessed.

**SUPERVISION EXERCISED**

No direct supervision.

**ESSENTIAL JOB FUNCTIONS/DUTIES**

Work with consumers one-on-one and in groups, both at the Center and in other locations.

Conduct intake and independent living service activities. Log information and referral calls.

Self-advocacy/self-sufficiency, reasonable accommodations, rights for individuals with disabilities, skills development, transportation coordination, individualized training, and assist in utilizing the Medicaid Buy-In Program.

Assist consumers with housing issues, including but not limited to obtaining affordable and/or accessible housing, access funding to pay for accessibility modification, and communicate with landlords and public housing agencies.

Attend SNCIL Service Team Meetings that relate to Independent Living referral.

Is sources for consumers and conducts review of co-workers files and center sustainability. Maintain accurate computerized case records and case files, i.e. intake data, case notes, goals, contact notes of consumer activity.

Enter consumer and community goals, services, and activities in the agency database on a daily basis, complete a monthly Center Report and other reports as needed.

Develop, maintain, and implement Independent Living curriculum with consumers.

Advocate for consumers and trains them in self-advocacy in independent living.

Advocate for people with disabilities in a professional manner.

Provide Independent Living Skills Training in financial management, learning about community resources, and other Independent Living Skills training as necessary, only if there is no other source that can provide this training.

Develop a good working knowledge of community resources, coordinates services with other community agencies and develops, and provides updates for the SNCIL Disability Resource Guide.

Conduct outreach to inform community and consumers about services.

Assist or provides peer counseling and information in establishing independent residence for consumers requesting living arrangements.

Assist with peer counseling services, which includes training new peer counselors and participation in implementing, refining, and maintaining Peer Counselor program in accordance with CIL philosophy.

Coordinate with parents, guardians, and funding source representatives in facilitating living arrangements.

Educate Consumers about subsidized housing lists and how to get on them.

Research all available benefits, i.e. public housing, food stamps, etc. and assists consumers obtain and maintain benefits.

Assist consumers utilize benefits to obtain adaptive equipment.

Assist in the location of new funding sources for program continuation by identifying resources to the Executive Director.

Perform accurate data entry of all case services and information and referral calls.

Deliver cross-disability one-on-one peer services in the areas of:

Work closely with VR counselors, providing information about the program to ensure referrals of any individuals can benefit from Peer Independent Living Services.

Take the lead on planning and conducting outreach.

Bring community resource deficits; advocacy issues and challenging cases to team meeting. Facilitate timely completing of Independent Living Plans or goals, providing services according to those goals.

Taxi Cab Driver Training Workshops: Coordinate Taxi Cab Driver Training Workshops with cab company to provide Americans with Disabilities Act training and good customer service skills to cab drivers; training about state adopt of/and or laws for violation of ignoring individuals with disabilities for cab rides.

Provide a pre and post-test, generate attendee lists of attendees for certificates of completion.

Produce a monthly, quarterly, and annual report of all activities in a timely manner.

Log time to discretionary funds.

Provide bilingual outreach services in English and Spanish to American Recovery Act Consumers.

Assume any other responsibility as designated by the Executive Director or Program Coordinator.

Exercise good judgment in performance of job duties.

Report workplace safety issues, consumer injuries, consumer threats to supervisory personnel.

Complete necessary training.

Perform related duties and responsibilities as required.

Perform other duties as assigned.

## **JOB RELATED AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES, AND EXPERIENCE**

Extensive knowledge of a CIL operational requirements and independent living skills.

Familiarity with CIL rules, policies, and procedures, federal, state, and local laws, including disabilities.

Strong commitment to the mission and work of a CIL.

Demonstrated commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal-access, and individual and systems advocacy.

Possess compassion and a desire to work with the disabled and impaired community.

Possess excellent “project management skills.”

Extensive knowledge of benefit programs and administration, community-based services, employment rights, health care programs, and ability to navigate these programs and systems.

Experience and skills in general office procedures.

Experience in outreach, public speaking, and interpersonal communication skills.

Working knowledge of available community resources for children with disabilities and their families; or the ability to gain working knowledge

Maintain competency in my profession through continued learning and attending and being an active participant in staff meetings and trainings.

Recognize the autonomy of the individuals receiving services while also being attentive to reducing their risk of harm.

Ability to:

- Ability to develop and implement appropriate outreach plan develop
- Understand and follow the CIL Strategic Plan.
- Work with a diverse consumer population.
- Ability to make and track referrals made and information and referral calls.
- Ability to communicate with people with disabilities
- Ability to accept direction and work harmoniously with a wide range of individuals in a wide range of settings
- Ability to promote a positive and professional image in the community

- Perform outreach and networking with other agencies, community partners, educational institutions, etc.
- Produce effective communications materials, written and oral.
- Assess and prioritize multiple tasks, projects, and demands.
- Balance multiple priorities at one time with a calm demeanor in high stress situations.
- Maintain strict confidentiality for all consumer information.
- Work in a team environment and as an individual.
- Observe and record programming and behavioral data.
- Promote a positive and professional image in the community and remains flexible.  
Establish effective relationships with governmental agencies, clients, staff, and vendors.
- To think and act strategically.
- Maintain financial security by adhering to internal controls.
- Problem-solve using creative and individualized approaches.
- Support individuals to learn, maintain, or improve skills through their participation in everyday life activities.
- Work safely, with difficult people, and flexible hours.
- Develop training materials and put on individual and group training events.
- Establish and maintain effective and efficient working relationship with co-workers.
- Work in a demanding and stressful environment remaining “calm and objective.”
- Exercise creative planning and documentation skills
- Complete compensation reports and data in a timely manner.
- early with staff and consumers, verbally or
- Communicate clearly with staff and consumers orally, in writing, and with a computer.
- Use effective telephone etiquette.

Mathematical skills, addition, subtraction, multiplication, and division, and must be “detail oriented.”

Personal integrity and professionalism with the ability to work independently, utilize time management skills, ambition, loyalty, and motivation.

Must be honest, fair, dependable, and respect the rights and privacy of employees and consumers.

Update job knowledge by participating in educational opportunities; reading professional publications.

Computer skills required include:

Microsoft Word, Excel, PowerPoint, and Outlook.

Internet.

CIL First Database Agency specific software.

Read, write, and speak English and Spanish.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Work Experience**

21 Years of age and be an individual with a disability as defined by the Americans with Disabilities Act and the Americans with Disabilities Amendment Acts.

Associates degree preferred but not required and/or five (5) years progressive experience working in a CIL environment.

Demonstrated commitment to the philosophy of independent living.

No criminal offenses relating to harming others.

Must be able to pass pre-employment substance abuse tests and a comprehensive personal background test.

### **Licenses and Certifications**

Ability to perform data input at 45 words per minute as specified by keyboarding certificate within one year of application.

### **Physical Ability**

See the Physical Job Requirements Section at the end of this job description.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **Environmental Factors**

Works in an office environment with limited exposure to adverse or extreme environmental conditions.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Center will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with Human Resources.

Qualified individuals persons with disabilities, minorities, women, and the elderly who possess the capability to perform the essential functions of the job are encouraged to apply. All qualified applicants will receive consideration for employment without regard to their race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status, genetic information or any other status or characteristic covered by federal, state or local law.

Please forward your resume to the attention of Alicia Santiago at [Asantiagowipa@sncil.org](mailto:Asantiagowipa@sncil.org). To request an alternative format of this document, or further information concerning the position, please e-mail Alicia Santiago at [Asantiagowipa@sncil.org](mailto:Asantiagowipa@sncil.org).

**Acknowledgement of Receipt of Job Description**

Upon receiving your official copy of the \_\_\_\_\_ job description for your position, you must sign acknowledging receipt. This form will be placed in your personnel file.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date