



Southern Nevada Center for Independent Living
 2950 S. Rainbow Blvd., Ste. 220
 Las Vegas, NV 89146
 702-889-4216
www.sncil.org

JOB ANNOUNCEMENT

Position Title:	INDEPENDENT LIVING COORDINATOR/ADVOCATE 1.00% FTE
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Department: PROGRAMS	*Salary Range: \$20.00 to \$25.00 Annually with Benefits
Reports to: The Executive Director	FLSA Status: Exempt

DEADLINE TO APPLY: Monday, March 11, 2024
 DOWNLOAD APPLICATION AT WWW.SNCIL.ORG
 SUBMIT APPLICATION; RESUME AND LETTER OF INTENT TO: SNCIL@SNCIL.ORG

POSITION HOURS: In Office:- Monday through Friday; 8:00 am to 5:00 pm. Some weekends and evenings hours. Some traveling requires.

POSITION SUMMARY

The Independent Living Coordinator Advocate is a professional level, direct service position responsible for providing: intake and assessment, developing and implementing independent living skills plans utilizing all available resources under the direct supervision of the Executive Director, 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.

The position’s purpose is to assist individuals obtain and maintain independent living situation through the utilization for existing resources, and is responsible for all assigned case maintenance, documentation, follow-up, and reports.

***SALARY RANGE**

Per center’s policy, : \$20.00 to \$25.00

SUPERVISION EXERCISED

No supervision, team working environment. Supervised by Executive Director.

QUALIFICATIONS INCLUDE

Computer skills required include:

- Microsoft Word, Excel, PowerPoint, and Outlook.
- Internet.
- CIL First Database Agency specific software.

Read, write, and speak English.

Individual must be 21 Years of age, prefer an individual with a disability as defined by the Americans with Disabilities Act and the Americans with Disabilities Amendment Acts, with the skill set to perform the essential functions of the job.

Bachelor's or Master's Degree preferred but not required and/or five (5) years of experience in a relevant field.

Five (5) years progressive experience working in a CIL environment a plus.

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.

Valid Nevada Driver's license and reliable transportation.

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.

Full Job Description is on our website. Please visit www.sncil.org under "NEWS" then "Employment Opportunities"