

Independence Now

POSITION DESCRIPTION

Position Title: IL Specialist	Work Schedule: Full Time
Supervised by (title): Independent Living Program Director	Staff supervised by this position: None
Qualifications: Bachelor's Degree in social service or related field is desirable; work experience can be substituted for educational experience. At least 4 years of work experience with a minimum of 2 years in disability field. Candidates should be outgoing, organized, and efficient with strong verbal and written communication skills and possess the ability to work both independently and as part of a team. Proficient in Microsoft Word, Excel, and PowerPoint and knowledge of community resources are preferred. A willingness to grow and learn is highly desirable. All applicants should have a disability or life experience with disability issues.	
Function: The IL Specialist is responsible for working directly with people with all disabilities and providing mentoring and training on best and promising practices in the field of Independent Living. The IL Specialist will develop independent living plans with people who want to pursue independent living goals to improve their lives, provide information and referral services; facilitate educational consumer groups, advocate for community integration and disability rights, and encourage independence in thought and action by people with disabilities. The IL Specialist serves as a peer to consumers and functions as a team member of the IL program.	

Position Description:

Responsibilities of this position include but are not limited to supporting individuals with disabilities to fully participate in their communities by teaching and performing such tasks as

- Providing peer support and independent living skills training to foster and increase independence in thought and action by people with disabilities
- Assisting consumers in developing individual advocacy skills
- Creating individualized Independent Living Plans with consumers to clarify goals
- Meeting individually with consumers to provide socialization, information, training, support/mentoring and to encourage active community participation.
- Facilitating educational groups of consumers to teach life and job skills and to provide information about disability rights, issues and services
- Participating in individual, group and systems advocacy activities to protect the civil rights of people with disabilities
- Visiting local nursing facilities to inform residents of their community living options
- Developing positive relationships and maintain communication with nursing facility social workers
- Creating partnerships with community members, churches, social service agencies, local businesses and other professionals

- Researching and creating a database of community resources including housing, home modifications, entitlements, assistive technology, health care service providers, and vocational and educational resources
- Fostering trust and involvement among consumers to recruit volunteers and increase membership as needed
- Working as a team member of the IL program
- Maintaining consumers' record via database and hard files
- Participating in outreach efforts and Center presentations
- Assisting with facility and paperwork preparation for scheduled IL events
- Traveling to and perform regular duties at satellite locations
- Completing Intake process for consumers in the absence of IL Intake Specialist or when needed
- Performing other duties as assigned which are commensurate with the level of expertise and experience.