



Job Announcement : Independent Living Specialist I

FLSA Status: Non-Exempt

The Disability in Action Center for Independent Living (DIA) is dedicated to promoting the full inclusion and participation of individuals with disabilities in all aspects of community life through a combination of advocacy, peer support, life transition services, independent living skills training and information and referral – all of which are consumer-controlled and community-based. Our employees enjoy a diverse work environment, opportunities for development and a real opportunity to make a difference!

We are actively seeking qualified candidates to fill the position of ** Independent Living Specialist I,** a position responsible for coordinating independent living services cases and providing or coordinating services for individuals who have a significant disability to promote the full inclusion and participation of individuals with disabilities in all aspects of community living. Starting salary range is \$29,000-\$31,000, depending on experience. Fringe benefits include paid sick and vacation leave, retirement plan, generous holiday schedule and medical insurance. The work hours for this position will be Monday-Thursday from 8:00 am to 6:30 pm

A successful candidate will be: self-directed, patient, a people person, organized, dependable, willing to take initiative, and able to complete complex reporting requirements. Must be willing to work in a high-energy, unstructured, frequently-changing environment and will possess an above average knowledge of social media.

Essential Responsibilities :

Understands and subscribes to the philosophy and values of independent living, including consumer control, peer support, self-help, self-determination, equal access and individual and systems advocacy;

- Conducts intakes and determines program eligibility;
- Works collaboratively with individuals to develop an Independent Living Plan (ILP) designed to achieve the individual's self-identified goals;
- Collects and examines all information necessary to identify, arrange, provide and/or purchase needed goods and services to support achievement of individual goal outcomes;
- Performs all required case management functions within specified time frames;

- Provides direct services in the five (5) core areas of advocacy, information and referral, peer support, transition and independent living skills training;
- Maintains full, accurate, and current documentation of applications, evaluations, needs assessments, progress, services, financial data and all other items of information required in each individual's service record and required administrative files;
- Respond to local, state and federal initiatives as they pertain to Independent Living;
- Maintains a thorough knowledge of appropriate health and social service delivery systems, with data collection on availability and eligibility requirements;
- Networks with individuals and agencies representing/serving individuals with disabilities;
- Complies with DIA's policies and procedures and utilizes resources efficiently; and
- Other duties as assigned.

The previous statements reflect the duties considered to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Education/Experience/Other Qualifications :

- Thorough knowledge of issues and challenges experienced by individuals with disabilities;
- Ability to understand and apply governmental contract standards;
- Thorough knowledge of social service delivery systems;
- Excellent organizational and time management skills;
- Ability to communicate effectively, both orally and in writing;
- Ability to maintain a positive and professional attitude and work well with individuals from a variety of backgrounds;
- Attention to detail and discretion with confidential information;
- Knowledge and competence of computers and software applications, particularly Microsoft Office;
- Ability to exercise good judgment, take initiative and work independently;
- Bachelor's Degree in the field of Human Services or a closely related field, with a minimum of two (2) years' experience working with individuals with disabilities and assisting them in navigating various service delivery systems to obtain essential resources, a proven ability to develop and implement new programs; **OR** any combination of education and experience that, in the opinion of DIA's Executive Director, qualifies the individual for the position, non-profit experience preferred;
- Have excellent interpersonal skills;
- Possess strong organizational skills;
- Willing to promote the Independent Living Philosophy;
- Willingness to travel;
- Willingness to provide in-home services; and
- Personal experience with a disability preferred.

To Apply:

All candidates must submit a cover letter explaining how you meet the qualifications, a resume and 3 professional references

DIA is an equal opportunity employer, Individuals with disabilities are encouraged to apply.

Disability in Action provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Job Type: Full-time

Salary: \$29,000.00 - \$31,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off
- Parental leave

Schedule:

- 10 hour shift

COVID-19 considerations:

DIA employees a Covid screening process.

Any specific accommodations can be made to serve the needs of the employee.

Experience:

- Case management: 1 year (Preferred)
- People with disabilities: 1 year (Preferred)

License/Certification:

- Driver's License (Required)
- CPR Certification (Preferred)

Work Location: One location