



## **Independent Living Specialist**

The Independent Living Specialist manages Consumer files that have an emphasis on Independent Living Skills Training. This individual will coordinate scheduled activities within the Center, as well as community-scheduled activities. The Independent Living Specialist reports to and is directly supervised by the Director of Programs.

### **Essential Tasks:**

1. Understands and subscribes to the philosophy and values of independent living, culturally relevant education, Consumer empowerment, and community integration.
2. Performs all required case management functions within specified time frames.
3. Provides direct services in the four (4) core areas of advocacy, information and referral, peer support, and independent living skills training.
4. Maintains full, accurate, and current documentation of all information required in each Consumer's service record.
5. Provides Information and Referral services to the community.
6. Performs follow-up calls to assure that Consumers received services.
7. Facilitates Center activities, as assigned.
8. Provides one-on-one IL training as assigned.
9. Networks with social service, medical, educational, and governmental agencies, as assigned.
10. Meets regularly with Consumers to discuss progress, problems, and plans.
11. Maintains a thorough knowledge of appropriate health and social service delivery systems, with data collection on availability and eligibility requirements.
12. Complies with DIA's policies and procedures and utilizes resources efficiently.
13. Other duties as assigned by the Executive Director.

The previous statements reflect the general duties considered necessary 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.

**Qualifications/Skills:**

1. Thorough knowledge of issues and challenges experienced by individuals with disabilities
2. Thorough knowledge of social service delivery systems
3. Excellent organizational and time management skills
4. Ability to communicate effectively, both orally and in writing
5. Ability to maintain a positive attitude and work well with individuals from a variety of backgrounds
6. Ability to maintain a professional attitude, particularly in stressful situations
7. Attention to detail and discretion with confidential information
8. Knowledge and competence of computers and software applications, particularly Microsoft Office
9. Ability to exercise good judgment and take initiative

**Education/Experience:**

Any combination of education and experience that, in the opinion of DIA's Executive Director, qualifies the individual for the position.

Bachelor's Degree in the field of Human Services is **preferred but not required**, with a minimum of two (2) years' experience in working with individuals with disabilities and assisting them in navigating various service delivery systems to obtain essential resources.