



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!

### **Independent Living Specialist II**

The Independent Living Specialist II (ILS II) manages the activities of the Independent Living Services Program (ILSP) as well as performs the duties of a case manager. This individual will coordinate with Disability in Action consumers to assure that they acquire the needed equipment and services that are provided under the ILSP and will also serve in the capacity of a case manager to the ILSP consumers and consumers who are otherwise served by Disability In Action. The Independent Living Specialist II 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. Understands direct services in the five core areas of advocacy, information and referral, peer support, transition, and independent living skills training.
4. Maintains full, accurate, and current documentation of all information required in consumer's records and complete and accurate purchase orders and invoices for the ILSP, as well as any monthly reporting that is required.
5. Provides guidance and counseling and, when possible, coordinates services from organizations offering comparable benefits directed toward achieving the independent living goals of the consumer.

6. Performs follow-up visits/calls to assure that Consumers received the requested services and equipment and provides any training or support in regard to equipment or services.
7. The ILS II develops and maintains relationships with equipment/adaptive aid vendors and service providers in the service delivery area and will have a working knowledge of equipment and adaptive aids, with focus on continuing education regarding new assistive technology and new service methods and service providers.
8. Networks with social service, medical, educational, and governmental agencies, as assigned.
9. Meets regularly with Consumers to discuss progress, problems, and plans.
10. Maintains a thorough knowledge of appropriate health and social service delivery systems, with data collection on availability and eligibility requirements.
11. Complies with DIA's policies and procedures and utilizes resources efficiently.
12. 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
9. Ability to exercise good judgment and take initiative

**Education/Experience for Independent Living Specialist II:**

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**. This position requires a minimum of one (1) year experience in rehabilitation or two (2) years' experience in providing similar independent living services for individuals who have a significant disability in areas such as education, human services, or counseling.

Send a resume along with 3 professional references to:

[leah.beltran@disabilityinaction.org](mailto:leah.beltran@disabilityinaction.org)

No phone calls please. People with disabilities are strongly encouraged to apply. Disability in Action is an equal opportunity employer.

Disability in Action a Center for Independent Living, is a non-residential, Consumer controlled, community-based, cross-disability, non-profit agency, operated by and for people with disabilities. The Center is dedicated to assisting its Consumers to live as independently as possible and to achieve full inclusion into the communities in which they live. Disability in Action will provide services such as advocacy, peer-support, information & referral, independent living skills training, benefits planning, job readiness training, youth & nursing home transition, and social and recreational activities.