

POSITION DESCRIPTION

INDEPENDENT LIVING SPECIALIST (11/11/2021)

The Independent Living Specialist will make decisions regarding consumer eligibility for Independent Living services in Hocking and Athens Counties as well as decisions in assisting consumers to fulfill the goals identified in their Independent Living Plans (ILP's). They will orchestrate the core services to consumers; They will directly impact the Center's implementation of the IL program as reflected in the annual Project Performance report.

DUTIES AND RESPONSIBILITIES

- * Responsible for community and consumer outreach in both Hocking and Athens Counties
- * Determine consumer eligibility for IL services
- * Assist consumers in developing and achieving IL plan
- * Notify consumers of their rights under the client assistance program
- * Conduct home visits when transportation or other barriers prevent consumers from accessing satellite offices or the Center as well as utilize telephone, Zoom, email or written correspondence to interact with consumers
- * Connect consumers with resources to facilitate self-sufficiency including but not limited to transportation, assistive technology, and health care
- * Provide info to parents for IEP development and guidance at IEP meeting
- * Maintain confidential records of IL plans
- * Maintain records of agency contacts
- * Orchestrate the core services to consumers
- * Develop points of contact and develop consumer base
- * Track and compile data necessary for efficient annual reporting
- * Present weekly reports to Executive Director
- * Assist in resource development efforts
- * Facilitate workshops and seminars to train individuals in self-advocacy, systems advocacy, and other life skills
- * Promote peer relationship and peer role models
- * Conduct presentations to raise public awareness to IL needs
- * Provide consumer with opportunities to complete satisfaction surveys
- * Provide technical assistance to the community in accessibility
- * Abide by CIL policies and procedures
- * Maintain the confidentiality of consumers files
- * Complete tasks delegated by Executive Director or the Board of Directors to facilitate the CIL success
- * Coordinate, communicate and cooperate with local service agencies

This is a full time (30 hour per week) non-exempt position.
This position reports directly to the Executive Director.

Qualifications: Candidates must have BA or BS in Social Work, Rehabilitation or related field or equivalent life experience. Experience working with people with disabilities; ability to be self-directed and self-managed; prior experience with workshop/training coordination; knowledge of community resources; computer and office equipment knowledge; ability to determine measurable outcomes pertaining to achieving independent living objective and goals.
Reliable transportation services to provide IL services in designated counties.

Job Classification - 4