

INDEPENDENT LIVING RESOURCES, INC.
Job Description: Independent Living Specialist

JOB TITLE

Independent Living Specialist

JOB SUMMARY

The Independent Living Specialist will promote consumer directed services to persons with disabilities and within a 13-county area. The Independent Living Specialist is responsible for delivery and coordination of those independent living services requested by persons with disabilities to assist them in living independently.

QUALIFICATIONS

- Bachelor's degree in Human Services or other related field preferred
- An equivalent combination of education and experience in providing support to persons with disabilities may be substituted for the college degree
- Two years of documented experience working with people with disabilities or first hand experience with a disability required
- Knowledge of disability rights and IL philosophy required
- Knowledge of the service system, benefits, entitlements and supports utilized by people with disabilities required
- Experience facilitating teams and accomplishing goals required
- Experience in the delivery of presentations and training to groups required
- Ability to develop and implement effective skill training programs required
- Working knowledge of community resources available required
- Ability to communicate effectively orally and in written form required
- An insured vehicle and valid driver's license available for daily use or ability to arrange own transportation required
- Knowledge of and ability to use computer required
- Knowledge of Assistive Technology and related resources preferred
- Knowledge of and ability to utilize sign language preferred
- Knowledge of accessible and affordable housing preferred
- Knowledge of Americans with Disabilities Act preferred

ESSENTIAL FUNCTIONS OF THE JOB

1. Demonstrate IL Philosophy in daily work action
 - a) Serve as an advocate for the rights of people with disabilities
 - b) Disseminate knowledge of IL philosophy to staff, consumers and the community at large
 - c) Protect consumer and agency information by adhering to confidentiality standards
2. Provide Information and Referral Services
 - a) Acquire and refer to community resources
 - b) Provide follow-up necessary to complete information requests
3. Provide Advocacy Services
 - a) Advocate for consumer choice and consumer-driven focuses in all situations
 - b) Advocate with consumers to educate and support their interests, needs, and rights
 - c) Prepare for and participate in consumer-related meetings
 - d) Show awareness of and participate in systems advocacy
4. Provide Peer Support Services
 - a) Provide and Coordinate peer support and follow-up services
5. Provide Skills Training Services
 - a) Perform and write independent living skills assessments
 - b) Provide Skills Training in areas of daily living

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6. Provide Employment Support Services
 - a) Keep informed of Benefits and work incentive programs that affect people with disabilities
 - b) Keep informed of employment resources available to people with disabilities
 - c) Support individuals with disabilities in accessing services that may assist them in achieving their employment goals
7. Provide Personal Care Support Services
 - a) Support Consumer in recruitment and training of personal care attendants as requested
8. Provide Civil Rights Awareness Services
 - a) Keep current on the Americans with Disabilities Act and other legislation's rules and regulations affecting persons with disabilities
 - b) Assist with ADA accessibility surveys
 - c) Provide public education connected to the ADA and other related issues
 - d) Be actively involved in committees and workgroups who's actions impact people with disabilities
9. Provide Assistive Technology Services
 - a) Keep informed of the most current AT and related resources
 - b) Be able to use and demonstrate the AT devices in our "try-out" closet
 - c) Provide support to consumers to identify the best AT available to meet their needs
 - d) Acquire and refer to resources for funding AT
10. Provide Case Management Services
 - a) Support, coordinate and document participation in community based services as requested
 - b) Prepare reports and communicate with vendors as required
11. Support Consumers in the Development of Independent Living Plans
 - a) Offer IL Plan development with all consumers indicating a potential goal
 - b) Perform intake and maintain case file with updated information for each consumer
 - c) Provide coordination, follow along and support for individuals with open files
 - d) Provide support for goal development and keep required documentation
12. Employ Professional Judgment and Continue Professional Development
 - a) Participation in staff meetings, workgroups and committees
 - b) Identify and participate in trainings to advance knowledge and skills
 - c) Lead and/or participate in special agency projects
 - d) Identify areas of interest and specialty to act as an agency resource

SUPERVISION

The Independent Living Specialist is supervised by Independent Living Program Coordinator.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Independent Living Resources, Inc. is an Equal opportunity Employer.