



**Independent Living Specialist – Civics and Youth
Full-time, Non-Exempt**

Position Overview: Responsible for assisting individuals with disabilities and family members, with attaining and maintaining their independence through the achievement of their goals.

Duties and Responsibilities:

- 1) Consumer services
 - Participate with consumer in the development and implementation of a comprehensive independent living plan.
 - Work in coordination with consumers and other necessary community support services to assist individual in attaining goal(s), by referral to appropriate staff or other agencies, fund raising, etc.
 - Provide appropriate services to consumers including information and referral, individual advocacy, peer support, skills training.
 - Travel throughout 5-county service area, as needed and appropriate.
 - Support youth with disabilities as they transition to adult life.
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- 2) Community Involvement
 - Participate as an active member in one or more community networking group(s) which address issues pertinent to our consumers and the broader disability community.
 - Facilitate needed peer support group(s) and skills training classes.
 - Represent the Center and act as a liaison between the disability community and other agencies serving people with disabilities to ensure coordination and comprehensive services to the consumer.
 - Work on systems advocacy issues, educational forums, and other community activities to promote greater access to people with disabilities.
 - Support people with disabilities in civic engagement
 - Work on and help develop special projects pertaining to grassroots organizing and more.

- 3) Operations
 - Develop and maintain necessary records and consumer files and complete all reports as required by the program.
 - Maintain program and community resource files.
 - Attend periodic program trainings.
 - General assistance with agency operations.
 - Other duties as assigned.

Qualifications: Prefer minimum of Bachelor's degree in Human Services or related field and two or more years of experience in the delivery of services to people with disabilities. Knowledge of disability issues and

community resources. Personal disability is not required, but is considered an asset. Must pass criminal background check.

Critical skills:

Computer skills and familiarity with adaptive equipment are necessary. ILS will need to be Must be able to take initiative, meet goals and deadlines with minimal supervision. Need excellent organizational, time management and communication skills. Understanding of and alignment with independent living philosophy. Must be available to work in the office or on the field 40 hours per week.

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name: _____

Date: _____

Signature: _____