



## **Independent Living Specialist Part-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.
- Provide direct consumer services for approximately 80% of scheduled hours.

#### 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.

#### 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 by Executive director.

**Qualifications:** Prefer minimum of Bachelor's degree in Human Services or related field and two year's 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 person.

*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:

**Job Requirements**

**Physical Requirements:**

<b><i>Check if essential to perform the job:</i></b>
<input checked="" type="checkbox"/> Sit or Stand (stationary position)
<input checked="" type="checkbox"/> Walk (move or traverse)
<input checked="" type="checkbox"/> Climb ( stairs or ladders) or balance (ascend/descend, work atop, traverse)
<input checked="" type="checkbox"/> Stoop, kneel, crouch, or crawl ( position self, move)
<input checked="" type="checkbox"/> Pushing or pulling
<input checked="" type="checkbox"/> Reaching
<input checked="" type="checkbox"/> Repetitive motion

**Lifting Requirements:**

<i>Check if essential to perform the job:</i>
<input checked="" type="checkbox"/> <b>Sedentary Work</b> —Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input checked="" type="checkbox"/> <b>Light work</b> —Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
<b>Medium Work</b> —Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<b>Heavy Work</b> —Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<b>Very Heavy Work</b> —Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**Equipment and Tools:**

<i>Check if use is essential to perform the job:</i>
<input checked="" type="checkbox"/> <b>Technology</b> —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
<input checked="" type="checkbox"/> <b>Company Vehicle</b> —Use of staff vehicle and/or SWR vehicle
<input checked="" type="checkbox"/> <b>Reliable Transportation</b> —Use of reliable transportation
<b>Other (list)</b> —

Print name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

  

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