**SOCIETY’S ASSETS, INC. Rev. 8/13/07, 12/1/16**

**IL JOB DESCRIPTION 4.3**

**INDEPENDENT LIVING (IL) COORDINATOR - Salaried**

**Job Summary:** ILS Coordinator is responsible for the delivery and coordination of Independent Living Services, e.g., IL skills training, information and referral, advocacy, peer support, housing, financial and benefits assistance, community transition, assistive technology and accessibility issues. The ILS Coordinator will promote consumer directed services to persons with disabilities within a 5 county service area.

**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 or more years of documented experience working with people with disabilities or firsthand experience with a disability required
* Knowledge of local community resources and ability to develop networks required
* Two years of documented experience developing and advocating for services to persons with disabilities required
* Knowledge of the human services systems, resources and related services required
* Knowledge of disability rights and IL philosophy 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 and basic office programs (Microsoft Office) required
* Knowledge of Assistive Technology and related resources preferred
* Knowledge of Federal, State, and County funding sources 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 Responsibilities:**

1. Demonstrate IL Philosophy in daily work action
   1. Serve as an advocate for the rights of people with disabilities
   2. Disseminate knowledge of IL philosophy to staff, consumers and the community
   3. Protect consumer and agency information by adhering to confidentiality standards
   4. Practice the Agency Mission and Vision

2. Provide Information and Referral Services

1. Acquire and refer to community resources
2. Maintain updated resources to provide accurate information
3. Provide multiple choices and options as resources
4. Provide follow-up necessary to complete information requests

3. Provide Advocacy Services

1. Advocate for consumer choice and consumer-driven focuses in all situations
2. Advocate with consumers to educate and support their interests, needs, and rights
3. Prepare for and participate in consumer-related meetings
4. Show awareness of and participate in systems advocacy

4. Provide Peer Support Services

1. Develop and promote peer mentoring program
2. Provide training for potential peer mentors
3. Coordinate and support peer mentoring relationships
4. Practice peer mentoring between staff and consumers if relevant and in an appropriate professional manor

5. Provide Skill Training Services

1. Conduct and write independent living skills assessments
2. Provide skills training instruction on an individual or group basis

6. Provide Transition Support Services

1. Keep informed on basic knowledge involving youth transition and nursing home transition programs that affect people with disabilities
2. Keep informed of transition resources available to people with disabilities
3. Support individuals with disabilities in accessing services that may assist them in achieving their transition goals

7. Provide Civil Rights Awareness Services

1. Keep current on the Americans with Disabilities Act and other legislation’s rules and regulations affecting persons with disabilities (IDEA, Fair Housing Act, and The Rehabilitation Act of 1973 [501-504] )
2. Assist with ADA accessibility surveys
3. Provide public education connected to the ADA and other related issues
4. Be actively involved in committees and workgroups who’s actions impact people with disabilities

8. Provide Assistive Technology and Home Modification Services

1. Keep informed of the most current AT/Home Modification and related resources
2. Be able to use and demonstrate basic AT devices in our “try-out” closet
3. Provide support to consumers to identify the best AT/ Home Modifications available to meet their needs
4. Conduct and write AT/Home Modification assessments
5. Acquire and refer to resources for funding AT/Home Modifications
6. Assist with skills training for effective use of AT/Home Modifications

9. Support Consumers in the Development of Independent Living Plans

1. Offer IL Plan development with all consumers indicating a potential goal
2. Perform intake and maintain case file with updated information for each consumer
3. Provide coordination, follow along and support for individuals with open files
4. Provide support for goal development and keep required documentation

10. Employ professional judgment and continue professional development

* 1. Participation in staff meetings, workgroups and committees
  2. Lead and/or participate in special agency projects
  3. Identify areas of interest and specialty to act as an agency resource
  4. Provide community presentations on agency services and areas of expertise
  5. Identify and participate in conferences/trainings/workgroups both in and out of the area as requested and required to advance knowledge and skills.
  6. Coordinate and maintain effective and positive working relationships with all agency staff as well as other agencies/service providers in order to encourage referrals and to promote cooperation and ensure effectiveness of services.
  7. Provide services in the office and in the community for the 5 county service area.
  8. Provide effective communication.
  9. Provide accurate and current agency required documentation
  10. Practice high ethical standards established by the social work profession.
  11. Practice safe use of electronic tools while observing security and privacy of consumer and agency information.

**Non- Essential Duties:**

1. Enter data in IL data collection computer program.
2. Such other duties as assigned

**Work Environment and Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level is usually low to moderate. While performing duties of this job, the employee is frequently required to sit, operate a computer, manage paperwork, demonstrate equipment, ambulate in consumer homes and in the community and effectively communicate with co-workers, consumers and the community. The employee must occasionally lift and/or move approximately 10 to 20 pounds attributable to IL equipment and documents.

**Emotional Demands:** Must be able to remain calm in challenging or difficult situations. Must project customer service standards of excellence – must treat clients/consumers and staff with respect, dignity and kindness.

*The above listed essential functions and qualifications are not all-inclusive as changes and/or other responsibilities may be assigned as necessary.*

If you wish to apply for this position, please send a resume and a letter of interest to

Tricia Lewis, Director of IL

Open until filled