

Independent Living Specialist

TIME: 40 Hours per Week
BENEFITS: Health, Dental, Cafeteria Plan
SALARY: \$20.00 an hour
STATUS: Non-Exempt
REPORTS TO: Core Service Manager



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046
www.independenceinc.org

GENERAL JOB DESCRIPTION

This individual is primarily responsible for providing independent living skills (ILS) training, but also assists with conducting outreach, facilitating peer groups, and providing transition services. This individual will direct their work complementary to the spirit and intent of the independent living philosophy. The Core Service Manager supervises the individual in this position.

DUTIES AND RESPONSIBILITIES

Independent Living Skills Training

- Conduct Independent Living Skills training in accordance with the philosophy of independent living. This includes assisting consumers with identifying goals, then developing and implementing individualized training plans to meet those goals. IL Skills training includes but is not limited to the following areas: career/job development, money management, health insurance, daily living skills, household management, mobility/transportation, developing peer support, applying for public benefits/programs, assertiveness, and socialization.
- Provide information and referral services to consumers and others.
- Assist consumers with housing goals, including but not limited to obtaining affordable and/or accessible housing, accessing funding to pay for accessibility modifications, communication with landlords and public housing agencies, applying for subsidized housing options, and housing related advocacy.
- Provide individual advocacy that compliments consumer self-advocacy goals, particularly related to learning of and exercising rights under the Americans with Disabilities Act, Fair Housing Act, and other applicable laws relevant to a person's situation.
- Work with consumers one-on-one and in groups, both at the Center and in the individual's home or community environment, as is appropriate.
- Facilitate timely completion of Independent Living Plans or goals, providing services according to those goals.
- Maintain appropriate interpersonal relationships with consumers, staff, and community partners.
- Conduct systems advocacy as opportunities arise or as requested by supervisor.
- Enter consumer and community goals, services and activities in the agency database daily, complete a monthly Center Report and other reports as needed.
- Keep appropriate records and submit required reports in a timely and professional manner. This includes consistent entry of consumer goals, services, and community activities in the agency database; monthly completion of a Time and Effort Report, a monthly Center Report, and other reports as needed.
- Back-up coverage for Information & Referral Specialist at the front desk, as needed.
- Other duties as assigned.

Transition Services

- As needed, assist with providing transition services, which includes:
 - o Deinstitutionalization services that assist with transition from nursing homes and institutions to community-based residences.
 - o Diversion Services that assist individuals at risk of entering institutions so they may remain in the community.

- Youth Transition Services that include ILS services to youth ages 14 to 24, which complement their goals for transition into adulthood.

Outreach

- Participate in planning and conducting outreach to diverse and underserved populations.
- Coordinate outreach with core service staff and the Community Engagement Manager.
- Contribute to human diversity education.

Peer Support

- As needed, assist with facilitating various peer groups.
- Provide peer support, if applicable and as needed. Staff who choose to self-identify as having a disability may provide peer support to other individuals with similar disabilities and life experiences.

REQUIRED QUALIFICATIONS

- Bachelor's degree and/or related job experience.
- Demonstrated commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, and individual and systems advocacy.
- Familiarity with a range of independent living skills and ability to teach others such skills.
- Demonstrated ability to problem solve with creative, individualized approaches.
- Demonstrated interpersonal skills. Knowledge of and ability to work with community resources.
- Demonstrated verbal and written skills sufficient to use IL skills training materials, and report on individuals' progress.
- Creative planner with good organization and documentation skills.
- Knowledge and experience using a personal computer.
- Willingness to occasionally work flexible hours including some evenings.

PREFERRED QUALIFICATIONS

- Qualified person with a disability.
- Experience working in the independent living field.
- Familiarity with resources in Franklin, Jefferson and Douglas Counties.
- Experience developing and implementing individualized goal plans and coordinating work with others.
- Documenting services and community activities in a database.
- Experience developing training curricula and materials and conducting one-on-one and group training.
- Proficient in Microsoft Word and experience using a database to document services.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.