

SUMMIT INDEPENDENT LIVING CENTER, INC.

JOB DESCRIPTION

FLATHEAD INDEPENDENT LIVING SPECIALIST

I. JOB SUMMARY: Primary responsibility is provision of independent living services to people with disabilities through duties including advocacy and resource development, peer support, transition assistance, information and referral, skills training, and service coordination. Duties include an emphasis on 1) assistance with coordination of the Summit youth program in Flathead County including pre-employment transition services for youth age 14-24; and 2) assisting with coordination, promotion and facilitation of workshops and classes for people with disabilities. Duties and responsibilities also include working as a team member to conduct advocacy, outreach, and public education activities designed to improve service systems, increase public understanding of disability issues, improve community resources, and advance civil rights of people with disabilities.

II. JOB RELATIONSHIPS:

A. Responsible to the Flathead County Coordinator.

B. Supervision of others: As assigned; supervise support staff, interns, trainees, and/or volunteers.

C. Interrelationships: Responsible for maintaining successful relationships with management, coworkers, consumers, community representatives and the public.

D. Work as a team member in support of Summit's mission, programs and services; work collaboratively with other team members on joint projects or assignments.

III. DUTIES AND RESPONSIBILITIES: ESSENTIAL JOB FUNCTIONS

1) Consumer Service Duties:

A. Act as service coordinator for consumers, including assessment of current needs, development of independent living plan, and coordination of services within Summit and with outside agencies and service providers. Service coordination includes documentation required for the Consumer Service Record to include application for services, independent living plan, progress notes, and other documents.

B. Provide advocacy, skills training, information and referral, transitions assistance and peer support services to consumers to facilitate achievement of their independent living goals. Work as a team member to coordinate services with other staff.

C. Work as a team member to organize, promote and coordinate services and activities for youth with disabilities age 14- 24 that facilitate transition from school to work and/or higher education, participation in community activities, development of leadership skills, and other outcomes as identified by youth.

D. Work as a team member to organize, promote and facilitate classes and workshops, including self-advocacy training and other independent living skills instruction for people with disabilities to enhance their independence, self-confidence, decision-making and problem solving skills; teach workshop facilitation skills to others.

E. Work as a team member to provide work readiness training and other employment-related services in connection with Pre-Employment Transition Services for youth with disabilities; assist with development and implementation of Summit employment services in Flathead and Lincoln Counties.

F. Provide information, training and support to consumers to facilitate understanding of their rights and responsibilities under the Americans with Disabilities Act, Fair Housing Act, and other civil rights laws for people with disabilities.

G. Work as a team member to organize, promote, and conduct social activities for people with disabilities to increase their participation in the community and expand informal peer support opportunities for consumers.

H. Provide information and referral services to consumers, family and community members.

I. Work with consumers to set clear expectations, responsibilities and goals. Assist consumers in learning and exercising self-reliance and self-advocacy skills.

2) Advocacy, Public Education and Outreach Duties:

A. Work as a team member to plan, organize and implement advocacy and public education initiatives designed to improve service systems, develop community resources, increase public understanding of disability issues and advance civil rights of people with disabilities, as assigned.

B. Participate in community events and public relations efforts, to include public speaking/presentations to agencies, groups and organizations, as assigned.

C. Serve as liaison to local, state and national agencies and organizations to promote disability issues and programs, as assigned.

D. Conduct outreach to local employers to establish and maintain effective working relationships to develop opportunities for job shadows, internships, community work experience placements, employment mentor relationships, part-time or full-time employment, or volunteer service, as assigned.

D. Work as a team member to organize and conduct workshops, public forums, and other community meetings, as assigned.

E. Work as a team member to conduct outreach activities to identify and serve underserved/unserved populations, as assigned.

3) General Duties:

A. Document activities including timecard and employee expense sheet, online CIL Suite database, and other required documentation.

B. Maintain consumer confidentiality.

C. Complete general office duties such as answering telephone, scheduling appointments, making copies, sending and receiving faxes, filing, and other general clerical tasks found in a small office setting. Assist with cleaning the office, as assigned.

D. Utilize personal computer for preparing correspondence, reports and other documents, email, internet access, and organizing, storing and retrieving data.

E. Travel as required to carry out assigned duties and responsibilities.

F. Comply with all Summit policies and procedures.

NON- ESSENTIAL JOB FUNCTIONS:

A. Assist with planning, development, and implementation of new programs designed to meet emerging consumer and community needs.

B. Other duties as assigned.

IV. REQUIREMENTS:

A. Education: Bachelor's degree in social work, human services or related field; or a combination of related education, training and experience.

B. Licenses, Certification, Registrations: Must be able to provide/coordinate own transportation as well as have a valid Montana Drivers License and proof of insurance if employee uses his/her vehicle for work-related travel.

C. Qualifications:

1. Two (2) years experience providing human services to people with physical, sensory or mental disabilities or people with special needs related to barriers to independent living. Personal experience with disability preferred.
2. Knowledge of disability rights, independent living philosophy and practices, and advocacy strategies and techniques; ability to learn and apply basic tenets of the Americans with Disabilities Act, Montana Human Rights Act and other civil rights laws for people with disabilities.
3. Knowledge of service coordination procedures and community resources for persons with disabilities, including SSI/SSDI, Medicaid/Medicare, vocational rehabilitation, housing subsidy programs, energy assistance, food stamps, and other relevant benefits programs.
4. Knowledge of skills training components related to independent living; ability to facilitate classes and workshops for people with disabilities and other participants; ability to master existing Summit training materials, develop and implement new independent living classes and workshops as identified; ability to teach workshop facilitation skills to others.
5. Ability to learn and work within the independent living model with a focus on consumer control, self-help and self-advocacy strategies, peer support, development of community resources and self-direction to the greatest extent possible.
6. Ability to develop rapport with youth with disabilities and coordinate youth services and activities through Summit's youth program.
7. Ability to establish and maintain effective working relationships with community partner agencies and the business community. Skilled in networking and liaison activities.

8. Strong organizational and time management skills and ability to manage multiple priorities, meet project deadlines, and maintain high quality of services.

9. Excellent written and verbal communication skills as well as public speaking skills.

10. Skilled in the use of personal computer, printer, fax machine and other basic office equipment found in a modern office setting.

11. Ability to work independent of direct supervision and in the community.

12. Reliable source of transportation and ability to travel.

13. Experience working within plans, policies, and procedures of an organization; following regulations of local, state, and federal agencies.

V. OTHER PERTINENT INFORMATION:

This is a part-time (32 hours/week) position, housed in Summit's Kalispell office. This position is classified as non-exempt from state and federal overtime regulations and is compensated on an hourly wage basis.

VI. REASONABLE ACCOMMODATION:

Summit will provide reasonable accommodation for any known disabilities of employees to enable them to complete the essential functions of their jobs.