The Vermont Center for Independent Living, a statewide disability justice organization, is currently seeking a candidate for the following position:

Home Access Program Specialist

Come work with a great team, committed to making homes more accessible to people with disabilities

The Home Access Program (HAP) provides entrance and bathroom modifications for individuals throughout Vermont with disabilities.

The successful candidate will possess excellent administrative, communication and record-keeping skills, be detail oriented, organized and motivated. This position requires multi-tasking, attention to detail, great telephone skills and a compassionate nature. The successful candidate will be proficient in Microsoft Office, Word, Excel, and experience using a database.

Knowledge of ADA guidelines is a plus.

Based in the Montpelier office, this 37.5 hour a week position offers $16 per hour plus a generous benefit package including yearly time off benefits: 15.5 holidays, 10 vacation days (once accrued and increases with years of service), 10 sick days and 3 personal days. VCIL insurance benefits includes health, dental, vision, life, STD/LTD as well as an HRA account of $750 annually and occasional 403b contributions

Please send cover letter and resume to Sue Booth VCIL 11 East State Street, Montpelier VT 05602 or by email to suebooth@vcil.org

Position is open until filled.