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

Home Access Program Specialist

HAP helps people with disabilities receive bathroom modifications and ramps to make their homes more accessible, facilitating independent living.

This position reports to the Program Services Manager and is responsible for requesting and overseeing initial and final assessments of projects, preparing Scopes of Work, coordinating contractor bids, generating contracts and deposit and final invoicing for each project.

This position works with families, contractors, VCIL Access Consultants, and other statewide contacts to assist with projects from beginning to end, including sending applicants closing paperwork.

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 and/or experience with accessible bathrooms, ramps and the ADA guidelines for both is integral to this position.

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 when voted by the VCIL Board of Directors.

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 with application review beginning December 1, 2021.

VCIL is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.