**POSITION DESCRIPTION**

***INDEPENDENT LIVING SPECIALIST*** (10/17/2018)

The Independent Living specialist will make decisions regarding consumer eligibility for Independent Living services and ongoing decisions in assisting consumers to fulfill the goals identified in their Independent Living (IL) plans. She/he will orchestrate the core services to consumers. He/she will directly impact the Center’s implementation of the IL program as reflected in the annual 704 report.

**DUTIES AND RESPONSIBILITIES**

* + - 1. Responsible for community and consumer outreach
      2. Determine consumer eligibility for IL services
      3. Assist consumers in developing and achieving IL plan
      4. Notify consumers of their rights under the client assistance program
      5. Conduct home visits when transportation or other barriers prevent consumers from accessing satellite offices or the Center as well as utilize telephone, email or written correspondence to interact with consumers
      6. Connect consumers with resources to facilitate self-sufficiency including but not limited to transportation, assistive technology, and health care
      7. Provide info to parents for IEP development and guidance at IEP meeting
      8. Maintain confidential records of IL plans
      9. Maintain records of agency contacts
      10. Orchestrate the core services to consumers
      11. Develop points of contact and develop consumer base
      12. Track and compile data necessary for efficient 704 reporting
      13. Present weekly reports to Executive Director
      14. Assist in resource development efforts
      15. Facilitate workshops and seminars to train individuals in self-advocacy, systems advocacy, and other life skills
      16. Promote peer relationship and peer role models
      17. Conduct presentations to raise public awareness to IL needs
      18. Provide consumer with opportunities to complete satisfaction surveys
      19. Provide technical assistance to the community in accessibility
      20. Abide by CIL policies and procedures
      21. Maintain the confidentiality of consumers files
      22. Complete tasks delegated by Executive Director or the Board of Directors to facilitate the CIL success
      23. Coordinate, communicate and cooperate with local service agencies
      24. Team leader to the staff of Hocking County.

This is a full time (30-37.5 hour per week) non-exempt position.

This position reports directly to the Executive Director.

**Qualifications:** Candidates must have BA or BS in Social Work, Rehabilitation or related field or equivalent life experience. Experience working with people with disabilities; ability to be self-directed and self-managed; prior experience with workshop/training coordination; knowledge of community resources; computer and office equipment knowledge; ability to determine measurable outcomes pertaining to achieving independent living objective and goals.

Reliable transportation services to provide IL services in designated county.

**Job Classification - 4**