

Independent Living Specialist

TIME: 20-28 Hours per Week
BENEFITS: Health, Dental, Cafeteria Plan
SALARY: \$13.40/hour
STATUS: Non-Exempt
REPORTS TO: Co-Executive Director



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

GENERAL JOB DESCRIPTION

This individual is responsible for providing independent living skills (ILS) training, conducting outreach, and assisting with the Peer Counseling Program. The individual specializes in conducting outreach in Franklin County. This individual will direct his/her work complementary to the spirit and intent of the independent living philosophy. The Co-Executive Director 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 the goals. IL Skill training includes but is not limited to the following areas: career/job development, money management, health insurance, daily living skills, household management, mobility, peer support, self and individual advocacy, assertiveness, and socialization.
- 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, and housing related advocacy.
- Administer and provide services to implement the Independence, Inc. Accessible Housing Program, which assists eligible renters with low incomes in the City of Lawrence make needed accessibility modifications to their dwelling unit.
- Provide individual advocacy to compliment consumer self-advocacy, when needed and appropriate.
- 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 peers.
- Conduct systems advocacy as opportunities arise or are requested by supervisor.
- Enter consumer and community goals, services and activities in the agency database on a daily basis, 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.
- Other duties as assigned.

Transition Services

- Provide transition services, which includes:
 - (1) Deinstitutionalization services that assist with transition from nursing homes and institutions to community based residences.
 - (2) Diversion Services that assist individuals at risk of entering institutions so they may remain in the community.
 - (3) Youth Transition Services that includes 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, with an emphasis on residents in Franklin County.
- Coordinate outreach with core service staff and the Community Engagement Manager.
- Contribute to human diversity education.

Peer Counseling

- Assist with the provision of peer counseling services, which includes training of new peer counselors and participation in implementing, refining and maintaining the Peer Counseling program in accordance with the philosophy of independent living.
- Be a peer counselor, if applicable.

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 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.