

**TRI-COUNTY INDEPENDENT LIVING, INC.
POSITION DESCRIPTION**

INDEPENDENT LIVING SPECIALIST

As a federally-funded Independent Living Center, TCIL is mandated to be comprised primarily of people with disabilities. This mandate requires that at least 51% of the Board of Directors be people with disabilities.

TCIL Philosophy: Individuals with disabilities are best able to determine their own needs and make their own service choices. Through role modeling and peer counseling, they become empowered to make changes in their lives becoming more self-sufficient and self-reliant.

Line of Authority/Supervision: Program Coordinator; Executive Director
Status: Full -Time, up to 40 hours/wk; Non-Exempt; may include occasional evenings and weekends; may be filled as Part-Time position
Benefits: For Full-Time: Holidays, vacation, medical and dental benefits, sick leave, AFLAC self-pay insurance option. For Part-Time: see Personnel Policies – some benefits offered on a pro-rated basis, depending on hours.

SUMMARY OF POSITION:

Provides information and referrals regarding resources for disability services. Performs needs assessments, supports clients to develop and implement Independent Living Plans with a focus on serving un-served, underserved or under-represented segments of the disability community. Provides personal assistant referral services through TCIL PARS program. Serves the cross-disability community in Humboldt, Del Norte and Trinity counties. Provides outreach and public education regarding independent living services and resources.

ESSENTIAL DUTIES:

1. Conduct client intake and service needs assessment. Provide core services: information & referral, peer support, independent living skills training, transitions, personal assistant referral services, AT referral and individual and systems advocacy.

2. Help clients develop Independent Living Plans and goals and services to support achieving those goals. Provide other direct client services

including (but not limited to) mentoring, teaching core skills and self-advocacy.

3. In addition to serving all individuals with disabilities, focus on serving un-served, underserved or under-represented people in the disability community.
4. Monitor and follow up with clients' progress. regularly update client service records and case notes; maintain agency record keeping systems, prepare periodic statistical reports. Collect required demographic information from callers and clients.
5. Maintain absolute client confidentiality absent a release or written waiver from the client.
6. Provide personal assistant referral services through the TCIL Personal Assistant Referral Services Program and/or the ADRC (no wrong door) program.
7. Participate in trainings, agency meetings, events, presentations, outreach, fund-raisers, etc.
8. Develop relationships with referral agencies and educate clients about current support programs, services, eligibility and referrals that will enhance their independence.
9. Other duties as assigned. TCIL is a very small agency and requires all staff to be flexible, willing and available to do all tasks requested, whether identified in the position description as an essential duty or responsibility or not. Perform all duties in accordance with agency's policies and procedures.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. TCIL has the right to revise this job description at any time. The job description is not a contract for employment.

Performance Standards

1. Effectively and timely performs functions and responsibilities with attention to detail, appropriateness, and accuracy.

2. Meets deadlines and commitments.
3. Prioritizes and accomplishes multiple tasks within time constraints.
4. Demonstrates initiative and creativity to anticipate and solve problems.
5. Complies with TCIL policies and procedures.
6. Promotes harmonious and collaborative working relationships; participate fully as member of working team, conduct agency business in a professional manner with respect for others' rights and maintain strict adherence to the independent living philosophy.

REQUIRED QUALIFICATIONS:

1. High School Diploma or GED.
2. Minimum two years experience in social services or closely related field, preferably working with people with disabilities in an advocacy setting.
3. Degree in social work or closely related field may be substituted for experience.
4. General knowledge of Independent Living philosophy.
5. Skillful written and verbal communication, ability to respond with patience, respect, objectivity and nonjudgmental attitude with a broad range of people from diverse backgrounds.
6. Skilled in time management; possessing good organizational and critical thinking skills and effective analytical, judgment and reasoning abilities.
7. Ability to develop advocacy strategies broken into manageable steps.
8. Ability to work under supervision, problem-solve and follow clinical protocols and procedures.
9. Proficiency with computer, word processing (Word), Microsoft Office, MS-Outlook, spreadsheet development (Excel), internet research, database management, internet search, social media. Experience using standard office technology and electronic communications including, but not limited to, the Internet, e-mail and fax.

10. Must be able to perform each essential duty satisfactorily.
11. Ability to effectively communicate and read in English.
12. Able to make home visits and travel independently on Agency business within the three county service area.
13. Exemplary interpersonal skills - possess a positive, cooperative, flexible attitude

DESIRED QUALIFICATIONS:

1. Personal experience with a disability.
2. Bilingual in English/ASL; English/Spanish
3. Familiarity with Independent Living (IL) philosophy and history, IL's core values of Inclusiveness, Flexibility, Person First, Accountability and Integrity; and resources, programs and services available for persons with disabilities.
4. Experience working with people with disabilities to achieve employment, independent living, transitions and/or maximum self-reliance.
5. Experience with, or knowledge of, IHHS or personal assistant services.
6. Knowledge of financial benefits including SSI/SSDI, ADA, Rehabilitation Act, Fair Housing Act and other disability law issues regarding rights, access, employment, discrimination, etc. and local disability and community resources, programs and services available to persons with disabilities.

Licensing/Certification:

Valid California Driver's License preferred. If driving on Agency business, must meet Agency Insurer's qualifications for insurance coverage.

A background check is required for all positions with TCIL as a condition of employment and may include fingerprinting.

Essential Physical Requirements:

To adequately perform, with or without reasonable accommodation, the duties and responsibilities of this job, must be able to:

1. Sit for up to 8 hours/day with reasonable breaks
2. Perform light filing and copying tasks
3. Perform with manual dexterity; lift (occasionally up to 30 pounds), sit, stand, bend, stoop
4. Drive a vehicle and travel independently within the 3 county service area

5. Maintain emotional balance in the presence of stress. The emotional effort varies but can be challenging. Occasionally there are short deadlines and periods of high activity/demands. The job entails interacting with persons with a variety of disabilities and a variety of communication and behavior styles. Some consumers are facing crisis situations.

All positions subject to funding availability. Employment at TCIL is for no definite period of time and can be terminated with or without cause and with or without notice at any time and by either party. Tri-County Independent Living, Inc. is an equal opportunity employer. All persons having a disability, having personal experience with disability or committed to disability issues are highly encouraged to apply. Reasonable accommodations are provided upon request.

Employee

Date