



Disability Resources for Independence

## POSITION DESCRIPTION

JOB TITLE	DEPARTMENT	HIRING MANAGER
Independent Living Specialist (ILS)	OIB Grant	ILS Coordinator
POSITION	HOURS PER WEEK	START DATE
Full-Time Equivalency (FTE)	40	
EMPLOYEE'S NAME	Wage Allocations	BASE PAY OR HOURLY WAGE
	100% OIB Grant	

WORKDAYS						
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday

MANAGEMENT RESPONSIBILITIES						
<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-5 People	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-15	<input type="checkbox"/> 16-25	<input type="checkbox"/> 26-50	<input type="checkbox"/> Over 50

FUNCTION
This non-exempt employee will participate as a member of the ILS Team and is eligible to participate in Beyond Barriers' employee benefit plan. This individual will be responsible for assisting individuals in the community, access IL core services as well as meeting consumer driven goals.

## RESPONSIBILITIES

- Actively engage in the agency's information and referral process in a timely manner.
- Able to relate to and provide peer counseling to people who experience vision loss and are age 55 and older.
- Must be able to assist/partner with the consumer, other agency staff and Beyond Barrier staff to ensure services are provided timely and accurately.
- Assist the consumer in gaining access to medical, social, educational and other needed services
- Must be able to teach Independent Living Skills to people with disabilities. These skills might include budgeting, cooking, personal hygiene, or other activities of daily living.
- Ability to advocate for the consumer as well as teach the consumer how to advocate for him/herself.
- Must be able to promote systems change. This means to work for necessary changes in both physical and attitudinal barriers within the community.
- Must have a working knowledge of civil rights legislation and how it pertains to people with disabilities
- Must always be aware that the Independent Living Plan (ILP) and other services are to always be consumer driven.
- Must have access to adequate transportation in order to travel to consumer's homes and other community events.
- Responsible for consumer service record file documentation including information about access, appropriateness and coordination of supports and services. Documentation must provide the details to meet federal and state requirements regarding progress notes and meeting deadlines.
- Working knowledge of all available community resources and the ability to assess the consumers basic eligibility for these different types of services
- Ability to assist the consumer in determining and locating the type of assistive technologies or home modifications needed to live independently in their community
- Explore all medical services/health care available in the community
- Able to assist the consumer to locate adequate transportation that meets their needs
- Conduct outreach efforts including speaking in public
- Other duties or projects as assigned

## EDUCATION REQUIREMENTS

High School

Vocational Training

Undergraduate Degree

Masters Degree

- Must have annual IL philosophy training consisting of 12 hours of standardized training in history and philosophy of the IL movement
- Must participate in all state mandated training to ensure proficiency of the program, services, rules, regulations, policies and procedures set forth by the state agency administering the program
- Attend all mandatory agency trainings required by Beyond Barrier management

**TECHNICAL SKILL REQUIREMENTS**

- 2 years of experience using windows based personal computers (PC)
- 2 years of experience using Microsoft – Word, Excel and Access applications
- 2 years of experience working with people with disabilities
- Must possess excellent communication and interpersonal skills
- Must have excellent organizational skills and ability to meet all deadlines
- Believes in and promotes the Independent Living Philosophy

**PREFERRED QUALITIES**

- Minimum of 2 years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Experience may be substituted for Post-secondary education as determined relevant by the agency.
- Must be willing and able to public speak
- Knowledge of Assistive Technology is preferred

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Employee Signature

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Date

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Employer Signature

\_\_\_\_\_  
Date