

Ann Arbor Center for Independent Living

Position Description: *Independent Living and Employment Specialist*

Scope: To provide a broad continuum of consumer and community-based /independent living services that enhances the quality of life for people with disabilities at home, at school, at work and in the community.

Reports To: Executive Director and CEO

Essential Functions:

- Using Peer Support, Motivational Interviewing and Person Centered Planning approaches, assist the primary constituents of the Center to achieve their independent living and economic self-sufficiency goals.
 - Provide IL oriented services
 - Provide Job Readiness and Search Assistance Services.
 - Actively engage in the community to meet mission and collaborate for consumers to reach their goals
- Provide Individual and Systems Advocacy and IL Services.
 - Act as liaison with other community agencies.
 - Assist center with: Fitness Center, Garden and other Sports, Recreation and Arts Activities.
- Actively participate in resource development activities (i.e. special events fundraising, grant development, volunteer recruitment).
- Completes by deadline, all reports, including, but not limited to: timesheets, monthly activity reports, NetCIL time and services entries, billings, expense reports and grant applications.
- Travel required within the regional service area of the Ann Arbor CIL.
- Perform other duties as assigned.

Behavioral Requirements:

- Model integrity, personal and professional ethics and maintain confidential consumer information.
- Demonstrate resourcefulness, initiative and follow through as required for the effective delivery of CIL services.
- Model teamwork by effectively working in a collaborative manner through strong individual contribution, commitment and mentorship of others.
- Maintain a positive working relationship with consumers, co-workers, referral sources and others to encourage positive referral relationships.
- Enhance the image of the CIL in person, by telephone and in written communication.

Qualifications:

- Personal experience with disability and /or knowledge of disability issues and the consumer/community based IL philosophy.
- Commitment to the Independent Living philosophy and demonstrated ability to advocate for people with disabilities.
- Excellent communication skills.
- Good computer word processing and data entry skills.
- Management, leadership and organizational skills with the ability to balance multiple tasks, prioritize work effectively and use judgment and discretion in decision-making.
- Commitment to and ability for continuous improvement and mastery of the relevant body of knowledge related to this position.
- Master's degree preferred in Social Work, Rehabilitation, Counseling, Psychology, Occupational Therapy, Nursing or other health-related field. (Bachelor's degree and work experience a minimum.)

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the CIL reserves the right to modify, add or remove duties and to assign other duties as necessary.