

PATHWAYS FOR THE FUTURE, INC.
dba DisAbility Partners Asheville Office
Full-Time Non-Exempt
JOB DESCRIPTION

POSITION: Independent Living Specialist

Pathways For The Future, Inc. dba DisAbility Partners is dedicated to partnering with individuals and the community to enhance, advocate for and support personal choices, independent living and community inclusion.

JOB SUMMARY

The Independent Living Specialist is a strong voice for disability rights and independent living, working to assist consumers in maintaining their lives independently in the community. Promotes Disability Partners in the seven county service area and collaborates with community agencies to best assist the consumer to reach goals for independent living. The Independent Living Specialist will provide general information and referral for consumers and the community as requested. The Independent Living Specialist works as a team player to achieve the stated goals and objective of the all Pathways' programs.

ESSENTIAL JOB FUNCTIONS

- Regular Attendance and punctuality are required.
- Provide the core services of Information & Referral, Advocacy, Peer Support, Independent Living Skills Training and Transitions to consumers in the 7 county service area.
- Ability to work with diverse consumers on a cross disabilities basis and understand their independent living needs to find resources in the community for referrals.
- Develop and maintain relationships with community organizations and consumers to expand opportunities for community connections. Serve on councils and boards as appropriate.
- Work with other staff to create a network consisting of necessary resources to support consumers in their pursuit of independent living.
- Maintain an up-to-date expertise in disability rights legislation, regulations, and policies relevant to people with disabilities and advocate as appropriate.
- Maintain effective and positive working relationships with all Disability Partners staff as well as other agencies/service providers in order to encourage referrals, promote cooperation and ensure effectiveness of services.
- Promote the Independent Living Philosophy in the community.
- Provide orientation on the Independent Living Philosophy and Disability Partners services to new consumers.
- Maintain an understanding of how to perform accessibility surveys.
- Must document consumer information, IL goals set, and track progress using CIL Management Suites. Document all community service activities. Must document daily if

at all possible. All entries must be completed by 5:00 every Friday, or with approval from supervisor 5:00 the following Monday.

- Provide services in compliance with HIPPA (confidentiality) requirements.

JOB QUALIFICATIONS

Education:

- A degree in Human Services or related field. In the absence of a degree equivalent work and life experience will be considered.

Experience:

- A person living with a disability.
- Ability to interact with consumers as a peer.
- Experience in collaborating with local, state, and federal agencies.

Skills, Knowledge and Abilities:

- Must be a self-starter with the ability to organize tasks and manage time effectively.
- Must have excellent interactive skills and ability to motivate others.
- Requires excellent written and communication skills.
- Working knowledge of Microsoft Office, data base operations, internet, and email.
- Ability to work with management and staff to achieve goals of the organization.
- Ability to work independently, one-on-one or in a group setting to provide support with the ongoing daily operations of a multi-level non-profit organization.
- Must be able to travel throughout the seven county service area independently.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The position will primarily be in an office setting but will be required to go to consumer homes or another accessible location if consumer cannot come to the Center. Long periods of sedentary work and data entry are required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

SUPERVISION OF POSITION

This position is supervised by the Associate Director. In the absence of the Associate Director, this position is supervised by the Executive Director.

POSITIONS SUPERVISED BY THE INDEPENDENT LIVING SPECIALIST:

None

OTHER JOB RESPONSIBILITIES

- Identify and write articles for newsletter.

- Other duties that may be assigned.

JOB PERFORMANCE AND STANDARDS

- Maintain a professional relationship with consumers at all times.
- Completes work with accuracy and within program time frames.
- Demonstrates the ability to set and meet objectives with minimal supervision.
- Understands and appropriately applies the chain of command in relation to job position and supervision.
 - Adheres to policies and procedures of Pathways For The Future.
 - Acts as a role model both inside and outside the Center.
 - Maintains a positive and respectful attitude.
 - Meets work commitments and accepts accountability.
 - Consistently reports to work on time prepared to perform the duties of the position.

COMMUNICATION SKILLS

- Utilizes effective and appropriate communication skills with consumers and staff.
- Utilizes and promotes “Person First” language.
- Utilizes skills that show understanding and accurate interpretation of consumers’ needs and concerns to assist them with effective goal setting.
- Works toward resolution of interpersonal conflicts if they arise.
- Develops cooperative and collaborative work efforts that generally benefit all involved parties.
- Demonstrates the initiative to meet the needs of the agency by assisting coworkers as time permits.

PERSONAL/PROFESSIONAL DEVELOPMENT

- Submit updated information for personnel record in timely manner.
- Enroll in supervisor approved courses, seminars, and other training events that will increase job knowledge.

ORGANIZATIONAL AWARENESS AND COMMITMENT

- Demonstrates the ability to work toward project completion regardless of the time required to complete the task.
- Committed to community awareness of the organization.
- Committed to providing services to all of our consumers.

PERFORMANCE APPRAISAL

The Independent Living Specialist's job performance is assessed after three months of employment (probationary period) and subsequently each year before the end of the fiscal year, September 30. Assessment will be based on job specific performance standards, agency wide performance standards and the policies and procedures of Pathways for the Future.

Job Description Acknowledgement

I have read and understand the Job Description for Independent Living Specialist and agree to fulfill the position's responsibilities to meet the defined standards as stated herein.

Employee Name (please print): _____

Employee:

Signature Date

Supervisor:

Signature