



Independent Living Specialist

REPORTS TO: DIRECTOR OF INDEPENDENT LIVING SERVICES AND ASSISTS
DIRECTOR OF PUBLIC RELATIONS
LOCATION: OSAGE CITY/SATELLITE OFFICES
STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION

The Independent Living Specialist is responsible for advocating and delivering the core services of independent living including independent living skills training, peer counseling, information and referral services, individual and systems advocacy, and deinstitutionalization. The position requires knowledge and delivery of the five core services of independent living. The position also requires knowledge of disability issues, the independent living philosophy, and the HCBS Waivers available in the state of Kansas. The Independent Living Specialist shall focus his/her work complimentary to the spirit and intent of the independent living philosophy.

ESSENTIAL JOB FUNCTIONS

- Identify, coordinate, and deliver the five core services of independent living to consumers and communities including individual and systems advocacy, information and referral services, peer counseling, independent living skills training, and deinstitutionalization.
- Identify and coordinate existing services that will assist individuals with disabilities in enhancing their goal of independent living.
- Act in the capacity of Peer Specialist Coordinator in the recruitment, training, and supervision of Peer Specialists.
- Assist and advocate for the development of new programs/services for persons with disabilities to enhance independent living and consumer choice.
- Develop independent living plans that will meet the consumer's needs and goals with identified tasks using the Self-Determination Process; or develop independent living plan waivers.
- Inform consumers of available programs and services and assist in referrals to other agencies/community partners that will assist the consumer in meeting his/her goal of independent living.

- Meet with consumers in their own homes, at designated offices, and by phone as needed to ensure continued consumer satisfaction and progress towards independent living plan goals.
- Ensure that consumers have full and unbiased access to a variety of services and service providers to meet their specific needs.
- Develop and maintain an expertise level in the area of Employment, Housing, Transportation, Americans with Disability Act, or specialty area as identified.
- Participate in the internal quality assurance process.
- Maintain accurate and timely documentation, including the consumer file, Davis documentation, and electronic documentation.
- Provide information and educate individuals, organizations, businesses, and municipalities regarding disability and accessibility issues.
- Provide outreach and education utilizing the self-determination philosophy that promotes people first language, individual choice and responsibility, self-advocacy and programs available to persons with disabilities.
- Provide education regarding disability through workshops, presentations, community fairs, and seminars.
- Abide by KSA 39-1431 regarding reporting of abuse, neglect, exploitation, and fiduciary abuse to SRS Adult Protective Services.
- Maintain appropriate, positive, and professional interpersonal relationships with staff, peers, consumers, volunteers, and other stakeholders.
- Attend and participate in trainings as required.
- Maintain confidentiality of both consumer and RCIL, Inc. information.
- Abide by the policies and procedures as outlined in the RCIL, Inc. Employee Handbook.
- Assist with the development and maintenance of the Resource Library in all RCIL offices.

OTHER JOB FUNCTIONS:

- Attend staff meetings as required.
- Attend other meetings as required.
- Presentations to community agencies as requested.
- Participate in training new independent living specialists for RCIL, Inc. as requested.
- Answer phones as needed and assist with general office duties as needed.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- A personal experience with a disability as recognized by the Rehabilitation Act of 1973; **and/or** a Bachelors Degree **and/or**

experience providing direct services to individuals with disabilities or disability related issues.

- An understanding of the Independent Living Philosophy.
- Excellent oral communication skills, written communication skills, and interpersonal skills.
- Excellent organizational skills.
- An ability to work productively and independently.
- Reliable transportation as travel is a requirement.

PREFERRED QUALIFICATIONS:

- Demonstrated knowledge of a range of disabilities.
- Demonstrated knowledge of services/resources available to individuals with disabilities.
- Computer knowledge including a working knowledge of Microsoft Office and the ability to utilize a Microsoft Access database.

This is a full-time position (40 hours per week), non-exempt status. The salary is dependent upon caseload, quantity/quality of work, duration of employment, experience, and education. Benefits are included and referenced on the Employee Benefits Summary.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. RCIL, Inc. reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties as outlined.

Staff Member

Date

Executive Director

Date