



Position Description

Job Title INDEPENDENT LIVING SPECIALIST

FSLA Status – Non-Exempt

Hourly \$14.42

PART-TIME

Summary

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support. As an I.L. Specialist, you will be a part of the Independent Living Staff and a member of the Atlantis Community team.

This position requires you to assist individuals with disabilities to attain their independent living goals by, educating, advocating, and securing services with clients. As an I.L. Specialist, you have direct contact with the population we serve and are expected to form bonds that facilitate a professional relationship, which demonstrates independent living. This position will be expected to engage with Atlantis' Learning center. You are expected to be able to travel to consumers to their home or a neutral place that secures confidentiality. This position reports to the I.L. Manager.

Essential Duties and Responsibilities

- Must be able to manage a full caseload of consumers
- Assist with the Learning Center every Thursday, come up with lesson plans that engage our consumers.
- Must be knowledgeable of the intake process and be able to conduct consumer intakes if necessary
- Become familiar with all aspects of ACI's programs and services in order to best assist consumers in understanding their level of independence on a continuum as well as anticipating their service needs
- Advocate for consumers on a systems level and promote individual advocacy
- Assist individuals with obtaining necessary support services needed to live independently
- Meet with assigned consumers at least one time per month to ensure that the steps to meeting the goals are being met and assessed often
- Must be able to travel to consumers home or meet consumers out in the field
- Maintain monthly records and documentation of communication and process through MiCIL and filing system (CSRs)
- Participate in boards, community meetings, and task forces geared towards creating policies that benefit our consumers and the disability community at large

- Responsible for keeping strict confidentiality of all protected information concerning consumers in accordance with the confidentiality agreement and all State and Federal regulations
- Must be familiar with the requirements for documentation of consumers and services provided on a state and federal level
- Take part in Community Outreach efforts
- Participate in ACI Staff Meetings, Program Meetings, and Staff Trainings
- Must be able to identify Independent Living goals and what services and resources are available in the community to help reach goals
- Must be able to identify smart goals that are measurable, specific, and detailed
- Maintain relationship with partnering organizations
- Demonstrate a commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, individual, and systems advocacy
- Provide detailed information to consumers about home and community-based services, waiver services, SNAP benefits, Social Security Administration Guidance, and other long-term care benefits
- Must be knowledgeable about the ADA
- Must be knowledgeable about our 5 core services
- Be able to collaborate between the Mobile Unit if more extensive services are needed
- Has the opportunity to participate and help facilitate our community events
- Perform other duties as assigned

Qualifications

Knowledge, Skill and Ability

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents
- Must have valid Colorado Driver's License/auto insurance and reliable transportation
- Ability to problem solve with creative and individualized approaches
- Must be able to communicate under high-stress situations
- Must be able to demonstrate de-escalation techniques
- Knowledge of community resources
- Knowledge of Community Partners
- Excellent verbal and written skills
- Ability to take initiative and work with minimal supervision
- Knowledge of experience with basic computer skills and communication
- Excellent organizational skills and experience with record keeping, data collection, and reporting
- Excellent organizational skills and time management
- Experience in facilitating meetings and providing advocacy
- Ability to prioritize and plan effectively

Education and/or Experience Required



Atlantis Community, Inc.

- Bachelor's Degree in a related field or four years of related work experience or experience with case management
- Knowledge of and experience with home and community-based waiver programs, food stamps, Medicaid and Medicaid Waivers, Social Security, Long Term Care options, basic advocacy skills, including how to request an accommodation under the American with Disabilities Act
- Familiarity with Independent Living Skills
- Personal experience with the disability community preferred
- Experience with maintaining confidential records
- Bi-lingual strongly preferred

Physical Demands

- Must be able to travel occasionally
- Must be able to sit for 30-60 minutes at a time at a desk
- Must be able to practice self-care techniques at work to avoid occupational burnout

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, working environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Important Notes

- Hours are Monday through Thursday, 8:30AM - 5PM and Friday, 8:30AM – 4PM, schedules will be set during those times.
- Must be able to travel
- Case Management experience helpful

To Apply

Submit a resume and cover letter to candie@atlantiscommunity.org by Friday, 7/3/2017. People with disabilities are encouraged to apply. Please include the position title in the subject line.