



Atlantis Community, Inc.

Position Description

Job Title **Independent Living Manager**

Salary - \$40,000 annually

FSLA Status – Exempt

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 the I.L. Manager, you will be managing Independent Living Specialists by providing direction and guidance through systematic structures and procedures.

This position requires knowledge to provide guidance to difficult questions and situations that consumers are facing and our role for consumers as employees of Atlantis Community, Inc. This position is responsible for running data reports and performing internal audits of consumer files. This position conducts intakes for consumers and assigns consumer files to staff. This position requires excellent communication, organizational, and management skills.

Essential Duties and Responsibilities

- Supervise I.L. Staff by coordinating time off, conducting annual performance reviews, coordinate training, provide necessary leadership to staff
- Create initial consumer files and be the first line of contact for the grievance policy
- Conduct consumer intakes
- Develop and maintain familiarity with ACI's programs and services
- Actively participate in boards, community meetings, and task forces geared toward creating policies that benefit the disability community
- Maintain confidentiality of all protected information concerning consumers, staff, and volunteers in accordance with state and federal regulations
- Become knowledgeable of different funding streams, state and federal grants, and the requirements for documentation of consumers and services provided
- Conduct community outreach to expand services and the number of consumers served
- Participate in ACI staff meetings and training
- Delegate tasks to the IL staff such as assigning consumer profiles
- Ensure current and accurate Consumer Service Records (CSR) for service provision and data reporting
- Perform internal file audits of CSR files
- Identify independent living goals and what services and resources are available to help reach goals

- Develop and maintain relationships with partnering organizations
- Demonstrate a commitment to the philosophy of independent living
- Provide information about home and community-based services waiver services, SNAP, Social Security Administration guidance, and other long-term care benefits
- Provide information about the ADA and how to request reasonable accommodations
- Collaborate with other managers and the Mobile Unit as necessary
- Participate in and help facilitate our community events.
- Perform other duties as assigned

Qualifications

Knowledge, Skill, and Ability

- Communicate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees
- Problem solve difficult situations with creative and individualized approaches
- Work effectively and communicate under high-stress situations
- Knowledge of community resources and partners
- Excellent verbal and written skills
- Ability to take initiative and work with minimal supervision
- Knowledge of experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively

Education and/or Experience

- Bachelor's Degree in a related field or four years of related work experience or a combination of education and experience
- Familiarity with independent living skills and philosophy
- Personal experience with the disability community preferred
- Experience with maintaining confidential records
- Management and supervision
- Bi-lingual preferred

Physical Demands

- Must be able to travel occasionally
- Must be able to sit for 30-60 minutes at a time at a desk

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.



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Important Notes

- This position is Full-Time, (40 hours a week) fully benefited position
- Hours are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM
- Must be able to Travel
- Experience in Human Services is helpful

Compensation/Benefits

Benefits include medical, dental, vision, and paid time off

To Apply

Submit a resume and cover letter to candie@atlantiscommunity.org by Friday July 21, 2017. People with disabilities are encouraged to apply. Please include the position title in the subject line.