



Position Description

Job Title Mental Health Independent Living Specialist

FSLA Status – Non-Exempt

Hourly Wage – \$15.14

Summary

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the rights 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 mental health disabilities to attain their independent living goals by educating, advocating, and securing services. As an Independent Living Mental Health Specialist, you will work directly with consumers who have complex mental health needs. Occasional travel might be necessary to meet with consumers. This position reports to an I.L. Manager.

Essential Duties and Responsibilities

- Manage a full caseload of consumers
- Be knowledgeable of the intake process and conduct consumer intakes as necessary
- Become familiar with all aspects of Atlantis' programs and services in order to best assist consumers in understanding their level of independence as well as anticipating their service needs
- Advocate for consumers on a systems level and promote individual advocacy
- Assist individuals with obtaining the necessary support and services to live independently
- Meet with consumers at the established frequency to assess progress toward meeting goals
- Assist consumers with learning independent living skills such as developing organizational tools, help with housing applications, how to search and apply for employment, understanding the benefit application process
- Provide advocacy specific to service providers
- Provide guidance to other I.L. Specialists regarding consumers with complex mental conditions
- Be familiar with mental health intervention techniques and emotional regulation
- Maintain monthly records and documentation of communication
- Participate in boards, community meetings, and task forces focused on creating policies that benefit the disability community
- Maintain strict confidentiality of all protected information

- Conduct and participate in community outreach efforts
- Must be able to identify independent living goals and what services and resources are available in the community to help reach goals
- Maintain relationships with partner 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 able to communicate boundaries with consumers
- Must be able to process emotions in a healthy way and practice self-care techniques.
- Perform other duties as assigned

Qualifications

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees, consumers, and collaborate with partner organizations
- Must have access to 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 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 experience with record keeping and data collection
- Experience in facilitating meetings and providing advocacy
- Ability to prioritize and plan effectively

Education and/or Experience Required

- Bachelor's Degree in a related field or four years of related work experience or personal experience that demonstrates the candidate can successfully perform the job duties
- Knowledge of and experience with home and community-based waiver programs, food stamps, Medicaid and Medicaid Waivers, Social Security, basic advocacy skills, including how to request an accommodation under the American with Disabilities Act
- Personal experience with the disability community preferred
- Bi-lingual strongly preferred
- Substantial experience in Behavioral Health

Physical Demands

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



Atlantis Community, Inc.

- 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.

Compensation/Benefits

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

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

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by Wednesday August 15, 2018. People with disabilities are encouraged to apply. Please include the position title in the subject line.