



Atlantis Community, Inc.

Position Description

Information and Referral Specialist

FLSA Status – Non-Exempt
HOURLY - \$15.14

Summary

Atlantis Community, Inc. has been providing independent living services in the Denver Metropolitan area for over 40 years. Our mission is to advocate for all people with disabilities to be a meaningful part of an integrated community of their choice. To fulfill our mission, we offer a variety of services including advocacy, community education, information and referral, peer mentorship, independent living skills training, nursing home transition, and youth transition.

As the Information and Referral Specialist, you will be the primary contact for people with disabilities looking for resources. This position will have an opportunity to work closely with other Community Based Organizations, provide training to staff on different resources available, and attend resource fairs. The Information and Referral Specialist maintains and updates the information and referral directories. This position is an integral part of the independent living team.

Essential Duties and Responsibilities

- Work directly with people with disabilities with the goal of empowering the consumer in order to promote independence
- Create and maintain a resource directory including working with IT staff to maintain an online resource directory
- Stay current on industry standards and practices
- Provide consistent and accurate information to assist people with disabilities and other members of the public
- Provide community outreach and education
- Track all activities in information database
- Refer people for intakes as appropriate
- Be knowledgeable of policy changes that impact people with disabilities
- Develop relationships with Community Based Organizations
- Assist staff in providing program information for grants, board meetings, and other local funding projects or events
- Maintain strict confidentiality of all information concerning consumers, staff, volunteers, and board members
- Perform other related duties as required/requested

Qualifications

- Experience working with people with disabilities, including invisible disabilities
- Thorough knowledge of laws, regulations, programs, services and policies related to rights and services for people with disabilities.
- Working knowledge of office computer functions, including Microsoft Office Suite, database software and other office equipment.
- Ability to take initiative and work with minimal supervision
- Ability to effectively establish and maintain professional relationships with people with disabilities, staff, peers, and other community professionals
- Excellent organizational skills and able to juggle multiple priorities
- Experience with record keeping and reporting
- Research skills

Education and/or Experience Required

- Four years of directly related work experience
- Knowledge of and commitment to the Independent Living Philosophy

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

- This position is part time at 20 hours a week
- Hours of operation are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM
- Schedule will be determined upon hire

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by Friday 9/14/18. Please include the position title in the subject line. People with disabilities are encouraged to apply.