



Atlantis Community, Inc.

## Position Description

### **Job Title** **INDEPENDENT LIVING SPECIALIST**

FLSA Status – Full Time 40 Hours per Week Non-Exempt  
Hourly Wage - \$15.14

#### **Summary**

Atlantis Community, Inc. has been advocating for people with disabilities for over 42 years. As a Center for Independent Living, we support the rights of people with disabilities to direct their own lives by providing advocacy, education, transition services, information and referral, and peer support. The mission of Atlantis is to advocate for all people with disabilities to be a meaningful part of an integrated community of their choice. As an independent living specialist, you will be a part of the independent living team and a member of the Atlantis Community. This position reports to an independent living manager.

#### **Essential Duties and Responsibilities**

- Conduct consumer intakes, as necessary
- Assist consumers to develop their independent living goals
- Assist consumers to find the right services and resources to meet their goals
- Contact consumers at least one time per month
- Travel to consumers' home or meet consumers in the field as requested
- Maintain accurate and complete consumer service records
- Maintain confidentiality in accordance with state and federal regulations
- Advocate on an individual and systems level as well as promote self-advocacy.
- Participate in stakeholder meetings that create policies benefiting the disability community
- Participate in community outreach efforts
- Demonstrate knowledge of services and resources at Atlantis Community and in the community
- Develop and maintain relationships with partner organizations
- Demonstrate a commitment to the independent living philosophy
- Demonstrate knowledge of the ADA, HCBS waiver services, SNAP benefits, Social Security Administration benefits, SSI & SSDI applications, and SSI & SSDI appeals
- Perform other duties as assigned

#### **Qualifications**

##### Knowledge, Skill and Ability

- Communicate with people of diverse backgrounds and abilities
- Establish and maintain effective working relationships with other employees
- Problem solve with creative and individualized approaches



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- Communicate under high-stress situations
- Demonstrate de-escalation techniques
- Work with minimal supervision and take initiative related to work assignments
- Knowledge of basic computer skills
- Experience with record keeping, data collection, and reporting
- Excellent organizational skills and time management

## **Education and Experience**

- Bachelor's Degree in a related field; or four years of related work experience; or, a combination of education and related work experience
- Familiarity with independent living preferred
- Personal experience with the disability community preferred
- Ability to communicate using American Sign Language 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.

## **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, 8:30AM - 5PM and Friday, 8:30AM – 4PM, schedules will be set during those times

## **To Apply**

Submit a resume and cover letter to [hr@atlantiscommunity.org](mailto:hr@atlantiscommunity.org) by Friday 11/16/2018. People with disabilities are encouraged to apply. Please include the position title in the subject line.