



Atlantis Community, Inc.

Position Description

Job Title: INDEPENDENT LIVING SUPERVISOR

FLSA Status – Full Time 35 hours per week Exempt

Annual Salary - \$50,000

Summary

The mission of Atlantis Community, Inc (ACI) is to advocate for all people with disabilities to be a meaningful part of an integrated community of their choice. For over 46 years, ACI has been supporting people with disabilities to control their own lives by providing advocacy, life skills training, transition services, information and referral, and peer support. This position provides leadership to IL Specialists to ensure consistency, quality, and effectiveness of services. The person in this position will provide mentorship and support to team members and assist with problem solving complex situations. This position reports to the IL Program Director.

Essential Duties and Responsibilities

- Supervise a team to include IL specialists, information and referral specialists, and intake coordinators to provide high quality services
- Complete supervisory tasks including coordinate team schedules, review and approve time off requests, review timesheets, and conduct annual performance reviews.
- Assist in the hiring and onboarding process of new department staff. Make recommendations regarding the hiring and termination of employees.
- Collaborate with other IL Supervisor to facilitate weekly IL meetings
- Meet with team members on a regular basis to assist with organization, complex situations, and provide other support as needed
- Assist with record audits including follow-up of any corrective actions
- Maintain a caseload. Ensure necessary, accurate, and current documentation of service delivery
- Assist with IL staff training, including during the on-boarding process
- Collaborate with other ACI programs and departments to ensure continuity of services
- Review and respond to grievances from IL consumers
- Assist with ACI peer support program, as needed
- Conduct consumer intakes, as necessary
- Participate in stakeholder meetings that create policies benefiting the disability community
- Perform other duties as assigned

Knowledge, Skill and Ability Requirements

- Demonstrate advanced knowledge of benefits, including Medicaid, SNAP, SSI, and SSDI
- Demonstrate advanced knowledge of services at Atlantis Community, Inc. and in the community
- Ability to effectively and professionally communicate with people of diverse backgrounds and



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abilities

- Establish and maintain effective internal and external working relationships
- Problem solve with creative and individualized approaches
- Communicate and work under high-stress situations
- Ability to de-escalate difficult situations
- Work with minimal supervision and take initiative related to work assignments
- Experience with electronic record keeping, data collection, and reporting
- Excellent organizational and time management skills
- Familiarity with CILs and the independent living philosophy

Education and Experience Requirements

- Bachelor's Degree in a related field and four years of related experience
- A combination of education, related work experience, and/or lived experience may be considered
- Personal experience with the disability community preferred
- At least two years in a supervisory or lead position
- Bilingual and/or ability to communicate using American Sign Language strongly preferred
- Access to reliable transportation

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 requested.

Compensation/Benefits

- Annual salary - \$50,000
- Medical, dental, and vision insurance with the employer paying 99% of the base premium for the employee with buy up options available.
- Paid time off
- 11 paid holidays
- Remote work possible one day a week

Important Notes

- This position is a full-time (35 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
- COVID-19 vaccination and ongoing booster vaccinations required. Proven medical or religious exemption may be requested



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- Background and reference checks conducted

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org with “Independent Living Supervisor” as the subject line. Resumes will be accepted until the position is filled. People with disabilities are encouraged to apply.