

## **Position Posting Independent Living Specialist**

**Reports to: Loveland IL Program Manager**

**Location: Loveland office**

**Status: Full time/Non-Exempt**

**Salary: \$17 hourly**

### **Basic Function:**

This position supports Disabled Resource Services and its mission by assisting adults with disabilities in achieving their maximum level of independence through the provision of the core services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop an Independent Living Plan in partnership with the person with disability and in their preferred mode of communication
- In a culturally minded approach, cultivate supportive working relationship with person with disability
- Establish and maintain files
- Connect and coordinate with other community service providers
- Complete all required data entry and paperwork for statistical tracking
- Learn and keep up to date on disability laws for advocacy purposes
- Refer people to community resources/services and stay current on knowledge about resources
- Maintain progress notes, goals and services in database
- Advocate with people with disabilities on various issues and empower people with disabilities to become self-advocate
- Work with people on independent living goals
- Perform community outreach and agency promotion activities
- Conduct presentations regarding a variety of topics to large and small groups
- Keep current on information related to employment and education services in the community. Also, maintain an understanding of benefits and employment.

**Qualifications:** Minimum 2-years relevant experience working with people with disabilities.

Specific qualifications include:

- Group facilitation experience and familiarity with group dynamics and group management.
- Ability to travel as needed for direct services and outreach events.
- Working knowledge of disabilities and disability-related issues.
- Ability to represent DRS and outreach to the community and public.

### **PREFERRED QUALIFICATIONS**

- Bi-lingual in a foreign language or ASL
- Personal experience with a disability

### **ADDITIONAL**

Must pass a background check

TO APPLY: Please email cover letter, resume and 3 references to: Denise Meyer, Executive Director at [denise.m@drsnoco.com](mailto:denise.m@drsnoco.com)

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