

Position Posting Vision Matters Specialist

Reports to: Fort Collins IL Program Manager

Location: Fort Collins office

Areas Served: Larimer and Jackson Counties

Status: PT/FT

Hourly: Up to \$18 per hour

Basic Function:

This position supports Disabled Resource Services and its mission by assisting blind/low vision individuals of all ages 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 persons who are blind/ low vision.
- 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 blind/low vision on various issues and empower people who are blind/low vision to become self-advocate
- Work with people on independent living goals
- Perform community outreach and agency promotion activities
- Conduct presentations regarding a variety of vision 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.
- Conduct calls to consumers for check-ins after 60+ days of no contact, group and workshop reminders, and connect consumers to the appropriate staff member for inquiries regarding resources or services.
- Facilitate groups and workshops, both virtually and in person. Includes managing virtual meetings, tracking attendance, and when onsite assisting in room and technology setup.
- Gather resources related to blind/low-vision services and provide to staff.
- Maintain strict confidentiality

- All DRS staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Attend and participate in DRS staff meetings, program/team meetings, and staff trainings.
- Perform other duties, as assigned
- Prepare and send out Vision Matters newsletter and annual calendars.

Qualifications: High school diploma and/or relevant equivalent experience. 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: Katie Harper
katie.h@drsnoco.org

DRS is an Equal Opportunity Employer