**disAbility Link Job Posting:**

Internal, External Posting

**Date Open: 1/8/18 Date Closed: Open until filled**

**Job Description: Community Independent Living Specialist**

**Position: Community Independent Living Specialist**

**Reports to:** Program Manager/supervisor

**Part-time or Full-time:** Part-time

**Summary:**The Community Independent Living Specialist will be responsible coordinating services directly related to the Independent Care Waiver Program. In addition, the Specialist will assist in entering Intakes into the agencies database. The Community Independent Living Specialist is responsible to coordinate and provide community and Independent Living assistance and benefits to individuals with disabilities targeted towards transportation needs, housing and home modifications as well as nursing home transition services. The Community Independent Living Specialist will serve as a back-up for the Independent Care Waiver Program (ICWP) Case Manager. As part of the core elements of the mission of disABILITY LINK, the Community Independent Living Specialist is responsible for working with all ages and types of people with disabilities in setting and maintaining goals to become independent or maintain independence in the community. These independent living (IL”) services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral services, transitional services and peer support to people with disabilities, their families, and the community.

**Primary Responsibilities:
Coordinate and provide nursing home transitional opportunities for persons with disabilities.**

1. Identify nursing home transitional opportunities for consumers with disabilities by visiting nursing homes and service organizations.

 2. Ensure the steady flow of consumer referrals by ongoing contacts with referral sources.

3. Conduct intake interviews and assist consumers in establishing and attaining viable transition objectives.

4. Provide site coordination for the nursing facility transition program including reporting, billing, maintaining contact with the State department and any other requirements of the project.

5. Ensure budget requirements are followed as appropriate.

6. Conduct random and regular review of direct service records and provide a written summary as required.

7. Maintain files and documentation on each consumer.

8. Conduct follow-up with consumers after placement.

9. Prepare monthly and annual reports as requested.

10. Develop, coordinate, and monitor opportunities for consumer training and/or peer support groups.

13. Assist with the CIL annual fundraising event(s).

**Provision of ICWP services to consumers**

1. Identify, create, implement and evaluate projects related to Independent Care Waivers and people with disabilities.

2. Develop programs and resource funding.

3. Coordinate case conferences as appropriate or requested.

4. Screen requests for the Independent Care Waiver Program and assist consumer in submitting documentation necessary to approve application.

5. Maintain confidential files.

6. Conduct face to face monthly visits with consumers served in the ICWP with follow up as required by Program regulations.

7. Ensure all required forms are completed with consumer signatures as required by Waiver Programs.

8. Develop an Individual Plan of Care with consumer. Review the Individual Plan of Care at least every ninety (90) days with the consumer.

9. Complete all required documents for Georgia Medical Care Foundation (GMCF), as well as submission of all required signed forms and variance reports to Georgia Health Partnership (GHP) , within time frame required.

10. Make referrals to other agencies, including Adult Protective Services and non-ICWP service agencies, as appropriate.

11. Report any neglect, abuse, theft, drug use or drug selling to appropriate agency with a complete investigation and report submitted to the department and GHP within five (5) days of findings.

12. Monitor and document inventory of supplies for each consumer on a monthly basis to ensure proper equipment and supply usage.

13. Receive and respond appropriately to I & R requests, by phone (voice, TTY), in written request and/or in person, providing information and making appropriate referrals in a timely manner.

14. Maintain detailed records of all contacts made.

15. Inform consumer of duration of services and assist in coordination of services with providers.

16. Provide information and resources for consumer to make informed decisions while ensuring consumer choices are maintained.

**Provision of Independent Living Services to consumers.**

1. Schedule and conduct initial interviews with consumers to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals.

2. Screen requests for the CIL’s specific assistance and assist consumers in submitting documentation necessary to approve application.

3. Provide orientation to Independent Living Philosophy and I L services to consumers new to the Center for Independent Living (“CIL”) and who request individualized services.

4. Provide one-on-one skills training with consumers as needed.

5. Maintain confidential files.

6. Document and compile statistics for monthly, quarterly and year-end reports.

7. Complete all other necessary paperwork including Management Information System (MIS) forms.

8. Assist with the CIL annual fundraising event(s).

9. Perform other duties as assigned.

**Knowledge, Skills and Abilities:**1. Ability to work independently and exercise discretion and independent judgment regarding the provision of services and advocacy on behalf of individuals with disabilities.

2. Knowledge of human disabilities and their characteristics.
3. Knowledge of program coordination/direction and its implementation.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish and maintain effective working relationships with consumers, co-workers, the public and other service providers.
6. Basic skill in computer operations.

**Education:**• Minimum qualifications require a Bachelor's degree in a human services and/or related field of study combined with a minimum of 2 years demonstrated and documented in healthcare or human services for persons with disabilities as well as working with the aging population. Personal experience with disability-related issues is preferred.

* Location: 1901 Montreal Rd. Suite 102 Tucker, GA 30035
* Compensation: Hourly range $10.00 to $12.00 firm Based on experience , 25 hour week
* Schedule: Minimal schedule will be 10 am to 3 pm Monday through Friday with occasional changes to work schedule as organization needs.
* This is at a non-profit organization.
* Principals only. Recruiters, please don't contact this job poster.
* Please do not contact job poster about other services, products or commercial interests.

Qualified people with disabilities and diverse backgrounds are encouraged to apply.

**disAbility Link** is an equal employment opportunity employer. To apply for this unique opportunity to be directly involved within your community, please forward your cover letter, resume, copy of diploma to the attention of Kristal Southern at ksouthern@disabilitylink.org