**disABILITY LINK Job Posting:**

Internal and Internship/Apprenticeship and External

**Date Open: 1/3/18 Date Closed: until filled**

**Job Description:** Computer Lab and Housing Independent Living Specialist

**Position:** Computer Lab and Housing Independent Living Specialist

**Reports to:** Program Manager

**FLSA Status:** Hourly

**Part-time or Full-time:** Part-Time possible internship/apprenticeship program

**Summary:**The Computer Lab and Housing Independent Living Specialist is responsible to create programs that are targeted towards coordinating computer program including set up of the computer lab on a daily basis, assisting with providing internet, computer and technology services one on one with staff, consumers and conducting weekly computer classes for consumers. The Computer Lab and Housing Independent Living Specialist is responsible to create, coordinate and provide programs targeted towards housing. As part of the core elements of the mission of disABILITY LINK, the Computer Lab and Housing 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, with primary focus on internet, technology and housing. These independent living (“IL”) services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral (“I&R”) services, transitional services and peer support to individuals with disabilities, their families, and the community.

**JOB DUTIES**

**A. Provision of Independent Living Services to consumers.**
1. Receive and respond appropriately to I & R requests, by phone (voice, TTY), written request, and/or in person, providing information and making appropriate referrals in a timely manner.
2. Maintain detailed records of all contacts made.
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. Schedule and conduct initial interviews to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals.

5. Screen requests for the CIL’s specific assistance and assist consumer in submitting documentation necessary to approve applications as needed.

6. Provide one-on-one skills training with consumers.
7. Maintain confidential files as required.
8. Document statistics as appropriate for monthly, quarterly and year-end reports.
9. Complete all other necessary paperwork including Management Information System (MIS) forms.

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

17. Perform other duties as assigned.

**B. Provision of Technology and Computer related Services**
1. Set up of daily consumer computer lab.

2. Assist in set up of work stations, telephone and computers.

3. Provide training opportunities for staff, consumers and the public on computer related activities including but not limited to internet, word, and publisher in groups and on a one on one basis.

4. Make recommendations, set up and provide trainings for communicative devices within the organization such as telephone, video and television, displays and other needed technology.

6. Maintain a record of all computer and software, communicative devices, televisions and other items as directed.

7. Assist in maintaining and managing company webpage with updated information.

8. Assist with newsletter and other forms as directed.

9. Conduct weekly computer skills classes.

**C. Provision of housing related Services**

1. Provide technology services as needed for programs at disABILITY LINK.

2. Provide training opportunities for staff, consumers and the public on housing related topics.

3. Maintain technology and home modification databases.

4. Conduct Monthly Housing and/or IL Skills training classes.

5. Complete home modification process.

5. Perform other duties as assigned.

**D. Promote disability awareness and the Independent Living Philosophy.**
1. Publicize and promote the concept of independent living through development of newsletters and dates to remember.

2. Provide presentations to community organizations and assist consumers and co-workers with all aspects of the use of technology as well as assisting with all aspects of public relations.
3. Serve on community wide committees which promote community involvement and cooperative networking regarding disability and computer related issues.

**QUALIFICATIONS
A. Education and Experience**

Minimum qualifications requires 2 years experience related to computers and/or housing services combined with a minimum with a minimum of 2 years experience in a disability-related position. This requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Computer skills are required. Personal experience with disability-related issues is preferred.

**B. Knowledge, Abilities and Skills**

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 computers, its operation and its use in promoting independent living for individuals with a disability.

3. Experience with pc set up, trouble shooting, network and technical understanding of webpage management, voice, video and data.

4. Experience with internet, networking and email set up and protocols.
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.
9. Advanced skill in computer operations.

**Education:**Minimum qualifications require a Bachelor's degree in a technology services, human services or related field of study combined with a minimum of 2 years experience in a disability-related position. This requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Experience in a technology related field is required. Personal experience with disability-related issues is preferred.

* Location: disABILITY LINK Office
* Compensation: Hourly range: TBD. Based on experience,

20-25 hour week

* Schedule: Minimal schedule will be 10 am to 2 pm for 20 hours and 10 am to 3 pm for 25 hours 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 and resume to the attention of Kristal Southern at ksouthern@disabilitylink.org