**disAbility Link Job Posting:**

Internal

External posting available for internship or apprenticeships

External posting

**Date Open: Internal opening 12-19-16 External opening 1/25/17 Date Closed: Until Filled**

**Job Description: Youth Independent Living Specialist**
**Position:** **Youth Independent Living Specialist**

**Reports to:** Program Manager

**FLSA Status:** Hourly

**Part-time or Full-time:** Part - time 20-25 hours per week

**Summary:**The Youth Independent Living Specialist is responsible is responsible to coordinate and provide independent living (“IL”) services targeted to provide specialized and traditional direct Independent Living services to youth with disabilities, ages 14-29. The Youth Independent Living Specialist is also responsible to assist with social media, as well as create, coordinate and provide programs targeted towards social media. As part of the core elements of the mission of disABILITY LINK, the Youth Independent Living Specialist is responsible for working with young people with disabilities in setting and maintaining goals to become independent or maintain independence in the community. The Youth Independent Living Specialist is also 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, particularly through the use of technology and social media. These services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral services, peer support to youth, their families and the community.

**Primary Responsibilities:
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. Schedule and conduct initial interviews with consumers to identify the nature of the service request, developing goals, assist and make necessary referrals.

4. Maintain confidential files and documentation on each consumer.

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

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

7. Perform other duties as assigned.

**B. Provision of Independent Living services for youth with disabilities**

1. Develop and implement programs for youth with disabilities that develop peer relationships.

2. Respond to and follow provision of Independent Living Services to consumers as outlined in Section A.

3. Schedule and conduct initial interviews with youth with disabilities to identify the nature of the service request, developing goals, assist and make necessary referrals.

4. Screen requests from youth with disabilities or the CIL’s specific assistance and assist youth in submitting documentation necessary to approve application.

**C. Provision of Independent Living Services and Social Media**

1. Assist Social Media Specialist in developing, implementing and maintaining social media outlets for disABILITY LINK and its consumers.

2. Provide training opportunities for staff, consumers and the public on social media and assistive technology as appropriate.

3. Respond to and follow provision of Independent Living Services to consumers as outlined in Section A.
4. Schedule and conduct initial interviews to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals through the use of assistive technology and social media.
5. Screen requests for the CIL’s specific assistance relative to assistive technology and social media and assist consumer in submitting documentation necessary to approve application.
6. Provide one-on-one skills training with consumers as needed in the use of social media.
7. Document statistics as appropriate for monthly, quarterly and year-end reports specific to social media.
8. Perform other duties as assigned.

**B. Promote disability awareness and the Independent Living Philosophy**
1. Publicize and promote the concept of independent living for youth with disabilities throughout the CIL service delivery area including schools, colleges and organizations dealing with youth with disabilities.

2. Publicize and promote the concept of independent living throughout the CIL service delivery area through social media outlets and through the use of available assistive technology as appropriate.
3. Provide presentations to community organizations and assist consumers and co-workers with all aspects of the use of social media as well as youth issues.
4. Serve on community-wide committees which promote community involvement and cooperative networking regarding disability, social media and youth issues
**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 issues specific to youth and disabilities and transitional services including school, job and other aspects of living.

3. Knowledge of human disabilities and their characteristics.
4. Knowledge of youth program coordination/direction and its implementation.

5. Knowledge of social media and implementation.

6. Ability to communicate effectively both orally and in writing.
7. Ability to establish and maintain effective working relationships with consumers, co-workers, and other service providers.
8. Basic skill in computer operations.

**Education:**Minimum qualifications require a Bachelor's degree in human services, human resources or a related field of study combined with a minimum of 2 years experience in a position focused on working with youth with disabilities. This requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Experience in developing and implementing social media for organizations, and in the use of assistive technology by individuals with disabilities is preferred. Personal experience with disability-related issues is preferred.

* Location: disABILITY LINK Office
* Compensation: Based on experience, 20-25 hour week
* Schedule: Minimal schedule will be 10 am to 2 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 and resume to the attention of Kim Gibson, Executive Director at kgibson@disabilitylink.org