**disAbility Link Job Posting:**

Internal posting only

**Date Open: 1-25-17 Date Closed: 2-3-17**

**Job Description: Deputy Director**

**Position:** **Deputy Director**

**Reports to:** Executive Director

**FLSA Status:** Salary

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

**Summary:**The Deputy Director will work directly under the Executive Director for managing all aspects of the organization. The Deputy Director will be responsible for record keeping and documentation processes. As part of the core elements of the mission of disABILITY LINK, The Deputy Director 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 and peer support to people with disabilities, their families, and the community.

**Primary Responsibilities:**
**A. Management**

1. Assist Executive Director in day to day operational management of all programs including services.

2. Coordinate the daily process for assigned services within the different disABILITY LINK offered programs which may include training staff in specific areas needed to fulfill their job responsibilities.

3. Direct programs assigned.

4. Review, understand, assigning and managing all contracts within the grants.

5. Ensure agency and departmental procedures and policies are followed.

6. Work closely with the Executive Director to ensure budget management by managing and tracking budgetary items specific to assigned grant areas.

7. Assist with writing mandated Federal and State reports, fulfilling contractual requirements of the programs and services and complying with the relevant timeline for submission.

8. Manage Program and Service record keeping, documentation processes, and billings to include communicating and working closely with the Executive Director.

9. Responsible for the maintenance, upkeep, and compliance audit of all Independent Living Department consumer files.

10. Ensure staff is trained in Independent Living philosophy.

11. Submit required paperwork, including monthly departmental reports and performance appraisals, on a timely basis according to department and agency guidelines.

12. Facilitate staff development and provide guidance as needed.

13. Assist with the Center for Independent Living (“CIL”) annual fundraising event(s).

**B. 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. Complete I & R documentation.
4. 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.
5. Schedule and conduct initial interviews with consumers to identify the nature of the service request, assist consumers in developing goals and completing documentation, and make necessary referrals.
6. Provide one-on-one skills training with consumers as needed.
7. Maintain knowledge on disability issues in the community in order to provide guidance and advocacy to consumers as needed. 8. Assist with the CIL annual fundraising event(s).

9. Perform other duties as assigned.

**C. Promote disability awareness and the Independent Living Philosophy.**
1. Publicize and promote the concept of independent living throughout the CIL service delivery area by providing presentations to community organizations and assisting with all aspects of public relations.
2. Serve on community wide committees, which promote community involvement and cooperative networking regarding disability issues.

3. Identify and/or organize community interest networks to promote disability rights and advocacy.

**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. Ability to communicate effectively both orally and in writing.
3. Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and other service providers in order to encourage referrals, promote cooperation and ensure effectiveness of services.
4. Basic knowledge and skill with computer operations, operating systems and setup, and software.
5. Knowledge of human disabilities and their characteristics.
6. Knowledge of program coordination/direction and its implementation.

**Education:**Minimum qualifications require a Bachelor's degree in a 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. Two years of upper management experience is required. Administrative management experience preferred. Personal experience with disability-related issues is preferred.

* Location: disABILITY LINK Office
* Compensation: Based on experience
* Schedule: 9 am to52 pm 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