**disAbility Link Job Posting:**

Internal and Intern/Apprenticeship Posting

**Date Open: 1-26-17 Date Closed: 2-3-17**

**Job Description:** Executive Assistant/ I & R (Information and Referral) Specialist

**Position:** Executive Assistant/ I & R (Information and Referral) Specialist **Part-time**

**Reports to:** Program Manager

**FLSA Status:** Hourly

**Part-time:** Intern or apprenticeship position only. At this time the Internship is not expected to continue to a regular paid position but in the event it does consideration of those already in position will take priority prior to advertising otherwise.

**Summary:**The Executive Assistant/ I & R (Information and Referral) Specialist will provide administrative support to the Executive Director, Program Managers/Directors as well as general office support. The Executive Assistant/I & R Specialist will be responsible for the Information and Referral Processes. As part of the core elements of the mission of disABILITY LINK, the Executive Assistant/ I & R 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 and peer support to people with disabilities, their families, and the community.

**Primary Responsibilities:**
**A. Administrative and Office Support**

1. Provide administrative support to Executive Director, in particular, as well as to the entire staff as needed and directed.

2. Inventory, document and maintain necessary office supplies.

3. Assist in Human Resources duties including, but not limited to, setting up work stations and computers and conducting new employee introduction to disABILITY LINK.

4. Develop and maintain forms and procedures as requested.

5. Ensure budget management by managing and tracking budgets related to administrative duties.

6. Complete all reports required by funding agency within designated time limits.

7. Serve as the key contact person for public upon arriving at disABILITY LINK.

8. Document statistics for monthly, quarterly and year-end reports.
9. Complete all other necessary paperwork including Management Information System (MIS) forms.

**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.

involvement and cooperative networking regarding healthcare, wellness and resource development for people with disabilities.

**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. Administrative experience preferred. Personal experience with disability-related issues is preferred.

* Location: disABILITY LINK Office
* Compensation: Based on experience, 25 hour week
* Schedule: TBD 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