**disAbility Link Job Posting:**

Internal and Intern Posting

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

**Job Description: Receptionist/ I&R Specialist 25 hours/week**

**2 positions available**

**Position:** **Receptionist/ I&R Specialist/ Intake Support Specialist**

**Reports to:** Program Manager

**FLSA Status:** Salary

**Part-time or Full-time:** Intern or apprenticeship position only. Internship does have the possibility of regular part-time depending on grant funding available. Consideration of those already in position will take priority prior to advertising otherwise.

**Summary:**The Receptionist/ I & R (Information and Referral)/Intake Specialist will provide receptionist duties as well as general office support including but not limited to answering telephones, greeting individuals and doing general administrative duties. The Receptionist /I & R/Intake Specialist will be responsible for the Information and Referral Processes and inputting information into the agencies database. In addition, the Specialist will assist in entering Intakes into the agencies database. As part of the core elements of the mission of disABILITY LINK, the receptionist/ I & R/Intake 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:**
1. Provide administrative support to the entire staff as needed and directed.

2. Inventory, document and maintain necessary office supplies.

3. Develop and maintain forms and procedures as requested.

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

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

6. Document statistics for monthly, quarterly and year-end reports.
7. Complete all other necessary paperwork including Management Information System (MIS) forms.
8. 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.
9. Maintain detailed records of all contacts made.

10. Complete I & R documentation.
11. 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.

12. Complete inputting of Intakes into agencies database.

**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. Extensive 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.
7. High energy and positive attitude
8. Flexibility and able to work in a team environment
9. Attention to detail
10. High degree of initiative
11. Strong verbal communications skills and demonstrated ability to write clearly and persuasively
12. Ability to think strategically and thorough understanding of strategic development
13. Strong partnership-building and event planning skills
14. High technical competency

**Education:**• B.S. or Associate Degree in related Areas. Experience may be considered in lieu of degree.

* Location: disABILITY LINK Office
* Compensation: Based on experience, 25 hour week
* Schedule: 9 am to 2 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