**disAbility Link Job Posting:**

Internal and External Posting

**Date Open: 1/31/18 Internal posting until 2-16-18**

**Job Description: Independent Living Program Supervisor**

**Position:** Independent Living Program Supervisor

**Reports to:** Program Manager

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

**Summary:**The Independent Living Program Supervisor is responsible to provide oversight and management to assigned staff as well as providing Independent Living Services to individuals with disabilities. The Independent Living Program Supervisor is responsible to educate staff, the disability community and the public regarding issues related to people with disabilities, as well as responsible for the coordination and management of independent living (“IL”) services for consumers with disabilities. As part of the core elements of the mission of disABILITY LINK, the Independent Living Program Supervisor 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 services include but are not limited to: individual and systems advocacy, independent living skills training, information and referral (“I&R”) services and peer support, transitional services, housing assistance, and benefits assistance to individuals with disabilities, their families and the community.

**JOB DUTIES**

**A. Management**

1. Supervise and train assigned direct IL and service staff, administrative, and volunteer personnel.

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

3. Review, understand, and assisting managing all contracts within the different programs and services.

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

5. Ensure budget management by managing and tracking budgetary items.

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

7. Manage Program and Service billings to include communicating and working closely with the Executive Director.

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

9. Ensure staff is trained in Independent Living philosophy.

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

11. Facilitate staff development and provide guidance as needed.

12. 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. Provide one-on-one skills training with consumers and staff as needed.
3. Document and compile statistics for monthly, quarterly and year-end reports.
4. Complete all other necessary paperwork including Management Information System (“MIS”) forms.

5. Maintain detailed records of all contacts made.

6. Schedule and conduct an initial interview to identify nature of the service request, and assist the consumer in developing goals and making necessary referrals.
7. Screen requests for the CIL’s specific assistance and assist consumer in submitting documentation necessary to approve application.

8. Responsible for Home modification program.
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 people with disabilities.

**QUALIFICATIONS
A. Education and Experience**

Minimum qualifications require a Bachelor's degree in a human services or related field of study combined with a minimum of 5 to 7 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. Prior management and supervisory experience is preferred. Personal experience with disability-related issues is also 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. Ability to supervise and manage employees.
3. Knowledge of human disabilities and their characteristics.
4. Knowledge of program coordination/direction and its implementation.
5. Ability to communicate effectively both orally and in writing.
6. Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and other service providers.
7. Advanced skill in computer operations.

8. Ability to travel within 12 county service area.

Location: disABILITY LINK Office

* Compensation: 28,000 to 30,000 annually exempt salary Based on experience,
* Schedule: 9:00 am to 5:00 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 Kristal Southern at ksouthern@disabilitylink.org