

disABILITY Link Job Posting:

Internal Position
External Position

Date Open: 9/23/2026

**Date Closed: Immediate
Hire: Until Filled**

Position: Social Media and Computer Lab Independent Living Specialist

Reports to: Program Manager/supervisor

Part-time or Full-time: Part-time This is not a teleworking position.

Summary:

The Social Media and Computer Lab Independent Living Specialist is responsible to create programs that are targeted towards coordinating computer program and social media including set up of the computer lab on a daily basis, assisting with providing internet, computer and technology services, and social media one on one with staff, consumers and conducting required computer and social media classes for consumers. As part of the core elements of the mission of disABILITY LINK, the Social Media and Computer Lab Independent Living 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, with primary focus on computer, technology, and social media. These independent living ("IL") services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral ("I&R") services, transition services and peer support to individuals with disabilities, their families, and the community.

JOB DUTIES

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. 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.
4. Schedule and conduct initial interviews to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals.
5. Screen requests for the CIL's specific assistance and assist consumer in submitting documentation necessary to approve applications as needed.
6. Provide one-on-one skills training with consumers.
7. Provide five core services which include information and Referral, Advocacy, Independent Living Skills training, transition services and Peer Counseling.
8. Maintain confidential files and documentation on each consumer.
9. Document and compile statistics for monthly, quarterly and year end reports.
10. Maintain thorough understanding of service needs of persons with disabilities and programs available in the community.
11. Maintain effective and positive working relationships with all CIL staff as well as other agencies/service providers in order to encourage referrals, promote cooperation and ensure effectiveness of services.

12. Assist with the CIL annual resource development event(s).
13. Perform other duties as assigned.

B. Provision of Technology and Computer related Services

1. Oversee and conduct the daily setup and operation of the consumer computer lab.
2. Assist in the setup and maintenance of workstations, telephones, computers, and related technology throughout the organization.
3. Develop and deliver training sessions on computer-related topics—including internet usage, Microsoft Word, Publisher, and other applications—for staff, consumers, and the public, both in group settings and one-on-one formats.
4. Recommend, configure, and provide training on assistive and communicative technology devices used within the organization, including telephones, video equipment, televisions, display systems, and other necessary tools.
5. Maintain accurate inventory records of all computer hardware, software, communication devices, and related technology equipment.
6. Manage and update internal technology-related databases as required.
7. Plan and facilitate workshops focused on computer technology and IT topics, as assigned.
8. Perform other duties as assigned.

C. Provision of Independent Living Services and Social Media Services

1. Develop, implement and maintain 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.
3. 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 social media.
4. Screen requests for the CIL's specific assistance relative to social media and assist consumer in submitting documentation necessary to approve application.
5. Provide one-on-one skills training with consumers as needed in the use of social media and computer skills.
6. Complete monthly, quarterly, and yearly publications i.e. dates to remember, annual report, quarterly newsletters.
7. Assist with the CIL annual resource development event(s).
8. Perform other duties as assigned.

D. Promote disability awareness and the Independent Living Philosophy.

1. Publicize and promote the concept of independent living through development of newsletters and dates to remember.
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
3. Provide presentations to community organizations and assist consumers and co-workers with all aspects of the use of technology and social media as well as assisting with all aspects of public relations.
3. Serve on community wide committees which promote community

involvement and cooperative networking regarding disability and computer related issues.

QUALIFICATIONS

A. Education and Experience

Minimum qualifications require 2 years' experience related to computers and/or housing services combined with a minimum 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. Computer skills are required. Personal experience with disability-related issues is 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. Knowledge of computers, its operation and its use in promoting independent living for individuals with a disability.
3. Experience with pc set up, trouble shooting, network and technical understanding of webpage management, voice, video and data.
4. Experience with internet, networking, social media, and email set up and protocols.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish and maintain effective working relationships with

consumers, co-workers, the public, and other service providers.

6. Advanced skill in computer operations.

7. Reliable transportation and able to travel within our 18 county service area as well as Statewide as needed.

In compliance with the Americans with Disability Act the following represents the Physical/Environmental Demands

(In all cases, reasonable accommodations will be considered.):

- This position requires the majority of the workday sitting with some standing and walking performed.
- This position is rarely required to lift/carry objects exceeding 24 pounds.
- Simultaneous and repetitive use of the hands, wrists, and fingers is sometimes required.
- Movements such as stooping, twisting, bending, reaching, crouching, handling, fingering, and feeling are sometimes required.
- Audio, visual, and verbal functions are vital aspects to performing this position.
- The majority of the workday is spent indoors with limited exposure to outdoor elements such as dust, fumes, noise, and glare.
- The noise level in the office environment is usually moderate, but might be different in consumers' homes.

Location: 1901 Montreal Rd. Suite 102 Tucker, GA 30084

- Compensation: \$15-18- DOE

- Schedule: Minimal schedule will be between the hours of 8:30 am and 4:30 pm 25-30 hours a week. 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, resume, copy of diploma to the attention of DlinkAdmin at DlinkAdmin@disabilitylink.org