disABILITY LINK Job Posting:

Internal Posting
External Posting

Date Open:10/26/2026
Close Date: Immediate hire-will close upon filling

Job Description: Employment and Career Independent Living Specialist

Position: Employment and Career Independent Living Specialist

Reports to: Program Manager/supervisor

Part-time: Applicant choice: Part-time 30-35 hours

Summary:
The Employment and Career Independent Living Specialist will take on an aggressive role and is responsible to provide services that are targeted to assist people with disabilities to obtain or maintain employment. The Employment and Career Independent Living Specialist will be responsible to assist Social Security Disability recipients who participate in the Ticket to Work program by providing career counseling, job placement, and on-going support once an individual begins working. As part of the role, the Employment and Career Independent Living Specialist is responsible for fee for service programs as related to Employment Network with Ticket to work, and other programs related to employment and vocational goals. As part of the core elements of the mission of disABILITY LINK, the Employment and Training Program Manager Employment and Career 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. These independent living services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral services, peer support, transition services, and employment skills to individuals with disabilities, their families and the community.

Primary Responsibilities:

A. Coordinate and maintain employment opportunities for persons with disabilities in the community

1. Manage the ticket to work program as part of the Employment network.

2. Identify, develop, and maintain employment partnerships with other agencies such as the state Vocational Rehablitation (VR), WIPA coordinators, and other program coordinators.

3. Ensure that the employment network ticket to work requirements are implemented successfully.

4. Provide career development services and supports targeted towards Social Security disability beneficiaries age 18 through 64 who want to work.

5. Conduct and implement services for ticket to work by determining eligibility and completing fee for service billings accurately.

6. Coordinate and provide appropriate services to help consumers find training, education, and/or gain or regain and/or maintain employment.

6. Document statistics for monthly, quarterly and year end reports. Prepare monthly and annual reports as requested.

7. Maintain documents and files for programs.

8. Ensure documentation is up to date and organized through continual auditing processes.

9. Ensure that programs are running as required to meet budgetary requirements.

10. Ensure weekly, monthly, and quarterly events are completed for assigned programs.

11. Assist with the CIL annual resource development event.

B. Provision of Independent Living Services to consumers.

1. Receive and respond appropriately to I & R requests, by phone (voice, TTY), in writing, 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 IL 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 with a focus on establishing and attaining viable vocational objectives, however is not limited to one goal or area.

5. Assist and coach consumers in developing appropriate job seeking skills, including the development of resumes, participation in work experience/situational assessment or job shadowing opportunities when appropriate.

5. Provide, at minimum, individual and systems advocacy,

independent living skills training, information and referral services, transition services, peer support, employment skills and training opportunities to individuals with disabilities,

their families and the community.

6. Screen requests for the CIL's funding or fee for service sources and assist consumers in submitting documentation necessary to approve application.

7. Maintain confidential files as required.

8. Document and compile statistics for monthly, quarterly and year-end reports.

9. Complete all other necessary paperwork including Management Information System (MIS) forms.

10. Provide workshops and trainings that respond to consumer needs related to employment.

11. Provide outreach and serve as key contact in issues related to

Employment and the Ticket to work program.

12. Complete required trainings, audits, and documentation related to Employment Network, Ticket to work, and Employment programs.

13. Maintain a minimum consumer caseload.

14. 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 employment and independent living for individuals with disabilities.

Qualifications

A. Education and Experience

Minimum qualifications require a high school diploma combined with a minimum of 2 years experience in providing employment services in a disability-related position. Prefer a Bachelor's degree in a human services, human resources or a related field of study. This requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Must be eligible to administer Ticket to Work program through the Social Security Administration. Recruiting and job placement experience preferred. Personal experience with disability-related issues is preferred.

B. Knowledge, Abilities and Skills

1. Ability to manage and supervise others.
2. Ability to work independently, exercise discretion and independent judgment regarding the provision of services and advocacy on behalf of individuals with disabilities.
3. Knowledge of human disabilities and their characteristics.
4. Knowledge of employment 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. Skill in computer operations.

8. Ability to complete accurate documentation.

9. Excellent skill in computer and accounting operations.

10. Must have strong attention to detail.

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

- Location: 1901 Montreal Rd. Suite 102 Tucker, GA 30084
- Compensation: Compensation: Salary 16.00 to 18.00/hour Salary is firm.
- Schedule: 30-35 hours per week. Minimal schedule will be set hours between 8:30 am to 4:30 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, members of other marginalized communities, and those with personal experience with disability are highly 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.