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## JOB DESCRIPTION

**POSITION:** Independent Living Specialist (ILS)

**SALARY:** Full-time (37.5 hour workweek), non-exempt position. Full medical benefits package included. \$16.00 to \$21.00 per hour.

### DESCRIPTION OF POSITION:

The ILS is under the supervision of the Program Manager. The ILS is responsible for assisting persons with disabilities (PWD) in receiving all mandated core services, which will enable PWD to live more independently in the community. The ILS provides all of the state and federal core services, and provides direct consumer services on a daily basis. The ILS assesses the consumer's needs, performs outreaches, and develops independent living plans for the consumer. In addition, the ILS assists with various support programs including but not limited to PGE Care Program, Supportive Housing Program, and CARES Act Program.

### DUTIES INCLUDE:

1. Conducting intake and assessments of all consumers seeking independent living services.
2. Provides Information & Referral (I&R) services on a daily basis to PWD, their families, and the general public.
3. Determine caller or walk-in needs and direct calls to the appropriate internal or external resource.
4. Provide the seven core services including I&R, Personal Assistant Services (PAS), Housing Services, Advocacy, Peer Support, Transitions Services, and Independent Living Skills Training.
5. Enroll people with disabilities in various discount and supportive services programs including PGE Care Program, etc.
6. Assist persons with disabilities through the Housing Bonus Program and/or other available housing voucher programs.
7. Assist with community training, outreach, and in-services.
8. Complete in a timely manner all necessary case documentation, outreach activities, I&R services, and required reports.
9. Participate in Systems Change activities for the agency.
10. Carry out all other duties as assigned by supervisor.

### QUALIFICATIONS:

1. At least two years of experience working with PWD and/or in a social services field.
2. Bachelor's degree in social work, counseling or related field is preferred. Experience may be substituted for education.
3. Ability to relate and communicate with PWD and their families.

4. Be self-motivated with good verbal, written, and organizational skills.
5. Good computer, typing, and e-mailing skills.
6. Ability to cope with a moderate to high level of stress.
7. Ability to handle high call volumes and organize the returned calls efficiently.
8. Familiar with resources for PWD.
9. Must have the ability to travel.
10. Must have an understanding and commitment to implement the independent living philosophy and empower PWD to living more independently.
11. Ability to identify problems, collect data, and interpret information.
12. Must exercise initiative, confidentiality, and sound judgment in technical matters and workload coordination.
13. Ability to work positively with other staff and the community.

### **Preferences**

- Life experience with a disability
- Ability to speak Spanish
- Knowledge of American Sign Language

### **PHYSICAL AND EMOTIONAL DEMANDS**

The physical demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to remain in a seated position for an extended period. Must be able to operate a computer, key board, phone, and monitor for an extended period. The person occasionally needs to move about the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office machinery, such as a calculator, copy machines, fax machine, and printers.

The emotional and stress demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to handle moderate to high levels of stress during times of high call volume. Communication and behavioral styles vary, and the employee must be able to adjust with these styles during grant and reporting deadlines.

ILC of Kern County is an equal opportunity employer committed to hiring staff who reflect the diversity of our community. Persons with disabilities are encouraged to apply. Reasonable accommodations will be made for qualified individuals with disabilities to perform the essential functions of the position.

**Please send resume and cover letter to: Jimmie Soto, Executive Director**  
**jimmie@ilcofkerncounty.org**

**(Position Open Until Filled)**