

# Independent Living Specialist

**Pay:** \$15.00 per hour

## **Job description:**

LIFTT is a company in Billings, MT 59102. We are professional, data-driven, customer-centric and our goal is to provide services to any disabled person in an 18 county area in Southeastern Montana.

- **Our work environment includes:**
- **Relaxed atmosphere**
- **Casual work attire**
- **Modern office setting**

\*\*\* Wages will be dependent upon Education and Experience \*\*\*

Living Independently for Today & Tomorrow (LIFTT)

TITLE: Independent Living Specialist

REPORTS TO: Independent Living Program Manager

Location: Billings, Montana

Status: Non-Exempt, Full-time

## **GENERAL JOB DESCRIPTION:**

As a member of the LIFTT IL Program Team, the Independent Living (IL) Specialist – II is responsible for advocating and delivering the five core independent living services within LIFTT's eighteen county service area. This position plays a primary role in promoting self-determination and self-direction of individuals with disabilities and shall focus his/her work complimentary to the spirit and intent of the independent living philosophy.

## **QUALIFICATIONS:**

- **High School Diploma; Degree or Experience in Social Work, Case Management or Human Services is a plus.**
- A personal experience with a disability as recognized by the ADA; **and/or** experience equivalent to providing direct services to individuals with disabilities or disability-related issues.

- The ability to work effectively and efficiently independently or in groups.
- **Knowledge and understanding of case record documentation, HIPAA, and ability to maintain documentation in a timely and accurate manner is a plus.**
- Demonstrated skills with the personal computer including typing, data entry, managing information, and the ability to use e-mail and the internet. Experience with Microsoft Word is required; Excel, CIL SUITE, and Access are desired.
- Must possess proof of and maintain a valid Montana driver's license, vehicle insurance, and ability to provide personal reliable transportation.
- Required to satisfactorily pass Montana Driver of Motor Vehicles verification.
- Required to satisfactorily pass a background check.

#### ESSENTIAL JOB FUNCTIONS:

- Employ Professional Judgment and Continue Professional Development
- Participate in staff meetings, workgroups, and committees.
- Identify and participate in trainings to advance knowledge and skills
- Identify areas of interest and specialty to act as an agency resource.

Participate in other trainings, committees, or special projects as directed.

- Identify, Promote, Coordinate, and Deliver the 5 IL Core Services which are the following:

Individual and systems advocacy

Information and referral

Individual and group peer mentoring

Independent living skills training

and transition services including youth transition, and diversion and transition from institutionalization.

- Research community resources, programs, and providers. Maintain up-to-date contact lists. Provide l&r to consumers and individuals.
- Work with individuals seeking services from LIFTT to develop a plan to meet their needs and goals for independent living.

- Assess with the individual the need to develop an independent living (IL) plan or an IL plan *waiver* to meet their needs and goals.
- Meet with consumers in their own homes, at designated offices, and by phone, as needed to ensure continued consumer satisfaction and progress toward independent living plan goals.
- Maintain appropriate, accurate, and timely documentation in the consumer case record and LIFTT database.
- Participate in community meetings; offer to provide presentations, etc.
- Participate in health fairs, vendor booths, etc.
- Facilitate education and disability awareness activities and events
- Participate in the facilitation of group classes to promote independent living services, skill instruction, disability awareness, living well, and other wellness programs.

#### Support Agency Operations:

- Participate in training new staff or peer mentors as requested.
- Answer phones as needed and assist with general office duties as needed.

#### OTHER JOB FUNCTIONS:

- Participate in internal quality assurance process (peer review of consumer case records both open and closed).
- Maintain confidentiality of both consumer and LIFTT, Inc. information.
- **Abide by the policies and procedures as outlined in the LIFTT, Inc. Employee Handbook.**
- **Maintain appropriate, positive, and professional interpersonal relationships with staff, peers, consumers, volunteers, and other stakeholders.**
- **Other duties as assigned.**

#### PHYSICAL DEMANDS & WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Occasional to frequent sitting, standing, and walking
- Requires occasional lifting and carrying from 5 to 15 lbs
- Repetitive motion
- Frequent use of computers and other office equipment
- Travel in various types of weather
- Exposure to wet, slippery conditions
- Exposed to cigarette smoke, animals, unclean environments
- Exposed to individuals who may be upset, emotional
- Intermittent overnight stays for training/conference attendance
- Work alone intermittently,
- Work in a team environment with continuous deadlines

#### JOB-STATUS:

This position is non-exempt, 40 hours per week, and is stationed in the Billings main office. The position is paid an hourly wage basis dependent on the duration of employment, experience, and education as well as contingent on continued grant funding.

Job Type: Full-time

Salary: \$15.00 starting wage.

#### Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

#### Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Billings, MT 59102: Reliably commute or planning to relocate before starting work (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: One location

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Education:

- Associate (Preferred)

Experience:

- Human Services: 1 year (Preferred)

License/Certification:

- Driver's License (Required)

Shift availability:

- Day Shift (Preferred)

Work Location: In person