Living Independently for Today & Tomorrow

Independent Living Specialist

Reports To: Program Supervisor and Executive Director
Location: Billings, MT
Status: Non-Exempt
Full time

GENERAL JOB DESCRIPTION:

As a member of the LIFTT IL Program Team, the Independent Living (IL) Specialist 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:

- Relevant experience in human services, disability services, advocacy, or working with individuals with disabilities.
- 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.
- Knowledge of disability rights and independent living philosophy.
- Excellent oral and written communication skills, interpersonal skills and ability to work effectively and efficiently independently.
- Knowledge and understanding of case record documentation, HIPAA and ability to maintain documentation in a timely and accurate manner according to established policy and procedures.
- 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 is desired.
- Knowledge of community resources and ability to provide linkage to employment programs.
- Must possess proof of and maintain a valid Montana driver's license, vehicle insurance and ability to provide reliable personal transportation.
- Required to satisfactorily pass Montana Driver of Motor Vehicles

verification.
- Required to satisfactorily pass a background check.

ESSENTIAL JOB FUNCTIONS:

- Employing Professional Judgment and Continue Professional Development
  - **a)** Participate in staff meetings, work groups and committees.
  - **b)** Identify and participate in trainings to advance knowledge and skills
  - **c)** Identify areas of interest and specialty to act as an agency resource.
  - **d)** Participate in other training, committees or special projects as directed.

- Identify, Promote, Coordinate and Deliver the 5 IL Core Services which are the following:
  - **a)** Individual and systems advocacy
  - **b)** Information and referral
  - **c)** Individual and group peer mentoring
  - **d)** Independent living skills training and transition services including youth transition, and
  - **e)** diversion and transition from institutionalization.
- Identify and coordinate existing services that will assist individuals with disabilities in enhancing their goal of independent living.
- Research community resources, programs and providers. Maintain up to date contact lists. Provide I&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.
  - **a.** Assess with the individual the need to develop an independent living (IL) plan or an IL plan *waiver* to meet their needs and goals.
  - **b.** 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.
  - **c.** Maintain appropriate, accurate and timely documentation in the consumer case record and LIFTT database.
- Assist and advocate for the development of new programs/services for persons with disabilities to enhance independent living and consumer choice.
  - **d.** Seek avenues for funding sources including grants, fee for service contracts or other resources.
- Develop broad knowledge in areas of housing, benefits,

ADA, employment, transition services, transportation, and other special areas of interest.

e. Participating in statewide IL Task Forces

f. Participate in community meetings, councils, task groups, etc.

- Conduct outreach in LIFTT's eighteen county service area
  - **g.** Provide outreach and education, to the unserved and underserved populations which include Native Americans within the organization's service delivery areas.
  - **h.** Assist with outreach to identified consumers, individuals, community members, providers, etc.
  - **i.** Participate in community meetings; offer to provide presentations, etc.
  - **j.** Participate in health fairs, vendor booths, etc.
- Facilitate education and disability awareness activities and events
  - **k.** Participate in facilitation of group classes to promote independent living services, skill instruction, disability awareness, living well and other wellness programs.

Support Agency Operations:

a) Participate in training new staff or peer mentors as requested.
b) 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 cases 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 the 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 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 duration of employment, experience, and education as well as contingent on continued grant funding.

Other Job Functions
- Attend staff meetings as required.
- Attend other meetings as required.
- Presentations to community agencies as requested.
- Participate in training new IL staff, as requested.
- Occasional work beyond normal schedule may be required.
- There is a 1-year probationary period.
- This position is contingent upon continued funding and program success.
- Criminal records check is required.
- Answer phones as needed and assist with general office duties as needed.
- Other duties as assigned.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. LIFTT, Inc. reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties outlined.

_____ _____
Staff Member Date

_____ _____
Supervisor Date