



Central Washington Disability Resources

Position Description

Location:	Ellensburg Office
Job Title:	Independent Living (IL) Specialist/ Outreach Coordinator
Department:	Independent Living Specialist
Reports To:	Executive Director
FLSA Status:	Hourly/ Part-Time

Central Washington Disability Resources (CWDR) is an Independent Living Center; a non-residential, private, non-profit, consumer-controlled, community-based organization providing services and advocacy by and for persons with all types of disabilities. Established in 1981 and serving residents in Kittitas, Yakima, Grant, Chelan and Douglas Counties for 39 years. CWDR provides empowerment and assistance to individuals with disabilities to achieve their maximum potential within their families and communities. Also, serving as a strong advocacy voice on a wide range of national, state and local issues CWDR works to assure physical and programmatic access to housing, employment, transportation, communities, recreational facilities, health and social services.

CWDR services include Emergency/Disaster Preparedness, Advocacy, Information & Referral, Peer Support, Assistive Technology, Benefits Assistance, Independent Living Skills Training and Evaluation, Transition, and Youth specific programming. CWDR believes in equality, inclusion and choice; any person with a Disability, Older Adult, or Veteran who may benefit from CWDR services or programs are eligible regardless of type of disability, race, creed, nationality, age.

In the performance of their respective tasks and duties, all employees of CWDR are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, consumers and community members.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

The Independent Living Specialist will follow Independent Living Philosophy, to provide a variety of independent living services to persons with disabilities with the intent of providing opportunity for success to live independently in the community. These services include the 5 core services of Advocacy, Skills Training, Peer Counseling, Information and Referral, and Transition. Additionally, the IL Specialist may provide direct or indirect assistance providing resources and training for locating and obtaining housing, benefits, transportation, personal care attendants, medical services, employment/education, nursing facility transition, youth transition or other individualized need areas.

Responsibilities

Essential Functions:

- **Consumer Advocacy:** Interacting with consumers; developing IL Plans with consumers; working with consumers to write and achieve goals and objectives; use of appropriate objectives with knowledge of disability, accommodating requirements, diverse communication styles, and lifestyles; linking individuals with disabilities to other individuals with similar disabilities, concerns or personal characteristics (such as age, student status or disability type); obtaining knowledge and skills on community resources; networking with other community organizations and City, County and State agencies to empower participants; connect individuals with needed assistive technology, housing, transportation and other needs to provide consumers with disabilities the ability to live independently; work with consumers to navigate the system in obtaining benefits.
- **Community Outreach:** Attend community meetings; serve on advisory boards both in and out of house; represent CWDR and equal rights for people with disabilities as opportunities arise (such as Board/Council appointments, speaking engagements, housing or transportation meetings, public hearings, surveys, or written comments); accessing information/ research which can benefit agency in program delivery; attending trainings. Create outreach plan within our service area.
- **Data Management:** Maintaining monthly required reports (such as PART calls, Time Sheets, Mileage Logs); recording consumer contacts/information data into CIL Suite; making and returning phone calls in a timely manner (24 hours); performing organizational tasks as needed to ensure efficient office standards; use of office equipment: (copy machine, fax machine, computer).
- **Miscellaneous Duties:** Taking directions and being accountable to supervisor; participation in CWDR staff meetings, events, and other duties as assigned; ability to travel independently throughout the community; performance must reflect compliance with the agency Ethics document; confidentiality of consumer information.

Qualifications

Education and/or Experience:

- Minimum of one to two years' experience in providing services to individuals with disabilities. Additional experience may substitute for education on a case-by-case basis.
- Recommended but not required bachelor's degree in Human Services, Organizational Leadership, or related field required.
- Must understand commitment to the concepts and philosophy of independent living and self-determination of person with disabilities.
- Knowledge of Olmstead, Americans with Disabilities Act, Rehabilitation Act and WIOA.
- Personal experience as a person with disability and/or with skills necessary to establish effective peer relationships.

Key Competencies:

- **Time Management:** Thinks strategically, prioritizes competing demands, and plans. Completes work within deadlines, completes consumer goals in a timely fashion including follow-up to assure the goals undertaken are accomplished quickly. Able to be flexible and stay focused in hectic environments with many competing priorities.
- **Team Player:** Awareness and commitment to accomplishing department and agency goals. Respectful and works co-operatively with others. Sensitivity to the needs of other staff and consumers and behaves in a manner to improve the overall functioning of the agency. Encouraging and building mutual trust, respect, and cooperation among team members.
- **Communication:** Ability to provide information in accessible formats – culturally, linguistically, adaptively, in groups, and individually, as needed so others will understand. Effectively communicates with people from diverse backgrounds, including, consumers, media, community members, staff and management both in written and oral form. Listens carefully and asks questions appropriately to delineate issue(s) and empower consumer regarding options. Possess excellent public speaking skills with the ability to present information in clear and articulate, logical and organized manner. Ability to read and comprehend information written in English, such as, instructions, correspondence, memos, safety rules, operating and maintenance instructions, and procedure manuals
- **Clerical & Technical:** Working knowledge of MS Office applications including basic spreadsheets and databases. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of, and possess intermediate skills, to utilize Microsoft Office software including basic spreadsheets and databases. Internet knowledge required.
- **Certificates, Licenses, Registrations:** Must be First Aid/CPR/AED certified within 30 days of hire.
- **Other Qualifications:** Knowledge of Federal, State and local agencies serving people with disabilities. Understanding of service delivery systems, especially those that provide critical supports for independent living. Commitment to the policies of consumer participation in the decision-making process and consumer involvement in program development and implementation. Able to independently navigate and move through the community to attend meetings and appointments, .3.0000responsible for own transportation.
- Bilingual preferred. Other duties as assigned by supervisor and management.

Working Conditions

Work Environment: This position is primarily performed in an environmentally controlled indoor office environment. However, the employee may occasionally be exposed to various weather conditions or extreme cold and heat due to travel. On occasion, this position may be required to perform work in a variety of settings such as consumer homes or other community locations that may or may not be accessible. The noise level in the work environment is usually moderate, occasionally loud.

Work Context: This position is constantly dealing with the public, either by phone or in person. It requires self-control, maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations and stress tolerance, accepting criticism and dealing calmly and effectively with high stress situations. Due to the nature of the work and the small office environment, the position requires being sensitive to others' needs and feelings and being understanding and helpful on the job. This position requires attention to detail and thoroughly completing tasks. Frequent changes and interruptions require adaptability/flexibility to be open to change (positive or negative) and to considerable variety in the workplace. This position requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Physical Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close range, distance, color, peripheral, and depth perception.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Employees must be able to perform the essential functions of this position with or without reasonable accommodation. CWDR gladly considers requests for reasonable accommodation(s) and will make every effort to make such reasonable accommodation(s) as will enable an otherwise qualified person with a disability to perform the essential functions of this position.

Non-Discrimination: CWDR provides equal opportunities for all people regardless of race, color, national origin, ancestry, gender, gender identity or sexual orientation, religious creed, physical or mental disability, age, marital status, military & veteran status, or any other characteristic protected by federal, state or local law. All applicants must pass Criminal History Background Investigation.

My signature indicates that I have read and fully understand the duties and responsibilities contained in my job description.

Employee

Date