

**Summit Independent Living
Missoula Independent Living Specialist - Summary**

Primary responsibilities of this position include one-on-one work with individuals to assess current needs, provide information and referral, conduct individual skills training, facilitate workshops, support individuals to secure benefits, services and community resources appropriate for their needs and work as a team member to conduct advocacy, outreach, and public education activities.

Responsibilities:

- Maintain confidentiality.
- Conduct intake assessments and development of individual plans.
- Provide advocacy, skills training, information and referral, transitions assistance, and peer support services to consumers to facilitate achievement of their independent living goals.
- Research and stay current on Social Security, Medicare/Medicaid, housing programs, energy assistance, and other benefits programs to provide information and assistance to individuals to secure resources and supports appropriate for their needs.
- Provide information and training to individuals to facilitate understanding of their rights under the ADA, Fair Housing Act, and other civil rights laws.
- Participate in community events and public relations efforts, to include public speaking/presentations to agencies, groups, and organizations, as assigned.
- Maintain accurate, timely documents and file management including entering information into the database as expected.
- Travel as required to carry out assigned duties and responsibilities.

Requirements:

- Combination of related education, training, and experience of a Bachelor's degree in social work, human services, education, or related field.
- Two (2) years' experience providing human services to people with disabilities or people with needs related to barriers to independent living. Personal experience with disability preferred.
- Knowledge (or ability to learn) history of disability rights, independent living philosophy and practices, and advocacy strategies.
- Ability to establish and maintain effective working relationships with community partner agencies and the business community.
- Strong organizational and time management skills to manage multiple priorities and work in environment with distractions.
- Demonstrated ability to work independent of direct supervision.

Schedule:

This position is a full-time (40 hr/week) non-exempt, compensated on an hourly basis and based in Summit's Missoula Office. *Remote/hybrid work is not an option.*