

**SUMMIT INDEPENDENT LIVING  
JOB DESCRIPTION**

**INDEPENDENT LIVING SPECIALIST**

**I. JOB SUMMARY:** Primary responsibilities of this position include provision of individual advocacy and resource development, information and referral, skills training, facilitation of workshops, consumer service coordination, facilitation of nursing home transition and other community integration services. Additionally, this position will work as a team member to conduct advocacy, outreach, and public education activities designed to improve service systems, increase public understanding of disability issues, improve community resources, and advance civil rights of people with disabilities. This position is stationed in the Hamilton office (remote work is not an option).

**II. JOB RELATIONSHIPS:**

- A. Responsible to the Deputy Director.
- B. Supervision of others: As assigned, supervise support staff, interns, trainees, or volunteers.
- C. Responsible for maintaining successful relationships with management, coworkers, consumers, community representatives, and the public.
- D. Expected to serve as a leader and role model to uphold Summit's philosophy, mission, and vision; promote Summit's programs and services; and maintain a positive community image of the organization.

**III. DUTIES AND RESPONSIBILITIES: ESSENTIAL JOB FUNCTIONS**

**A. Consumer Service Duties:**

- 1. Act as service coordinator for consumers, including assessment of current needs, development of independent living plan, and coordination of services within Summit and outside agencies and service providers.
- 2. Provide advocacy, skills training, information and referral, transitions assistance and peer support services to consumers to facilitate achievement of their independent living goals. Work as a team member to coordinate services with other staff.
- 3. Research and stay current on regulations for SSI/SSDI, Social Security work incentives, Medicaid/Medicare, vocational rehabilitation, housing subsidy programs, energy assistance, food stamps and other benefits programs; provide information, support and advocacy to consumers to help them secure benefits, services and community resources appropriate for their needs.
- 4. Provide information, training and support to consumers to facilitate understanding of their rights and responsibilities under the Americans with Disabilities Act, Fair Housing Act, and other civil rights laws for people with disabilities.
- 5. Work as a team member to organize, coordinate, promote and facilitate classes and workshops.

6. Provide information and referral (I&R) services to consumers, family, and community members.
7. Work with consumers to set clear expectations, responsibilities, and goals. Assist consumers in learning and exercising self-reliance, self-help, and self-advocacy skills.
8. Serve as role model, mentor, and proactive leader in the disability movement.

**B. Advocacy, Public Education and Outreach Duties:**

1. Work as a team member to plan, organize and implement advocacy and public education initiatives.
2. Participate in community events and public relations efforts, to include public speaking/presentations to agencies, groups, and organizations, as assigned.
3. Serve as liaison to local, state, and national agencies and organizations to promote disability issues and programs, as assigned.
4. Work as a team member to organize and conduct workshops, public forums, and other community meetings, as assigned.
5. Work as a team member to conduct outreach activities to identify and serve underserved/unserved populations, as assigned.

**C. General Duties:**

1. Complete accurate and timely documentation of activities in consumer service records, online database, employee timecard and expense sheet, and other required documentation.
2. Maintain consumer confidentiality.
3. Communicate with direct supervisor on a regular basis to discuss any problem areas, provide updates on new developments and report progress on program objectives.
4. Complete general office duties such as answering telephone, scheduling appointments, making copies, sending, and receiving faxes, filing, and other general clerical tasks.
5. Utilize computer for preparing work-related correspondence, reports and other documents, email, internet access, and organizing, storing, and retrieving data.
6. Travel as required to carry out assigned duties and responsibilities.
7. Comply with all Summit policies and procedures.

**D. NON- ESSENTIAL DUITES:**

Other duties as assigned.

**V. REQUIREMENTS:**

**A. Education:** combination of related education, training, and experience of a bachelor's degree in social work, human services, education, or related field.

**B. Licenses, Certification, Registrations:** Must be able to provide/coordinate own transportation as well as have a valid driver's license and proof of insurance if employee uses their vehicle for work-related travel.

**C. Qualifications:**

1. 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.
2. Knowledge (or ability to learn) history of disability rights, independent living philosophy and practices, and advocacy strategies and techniques.
3. Knowledge (or ability to learn) service coordination procedures and community resources for persons with disabilities, including SSI/SSDI, Medicaid/Medicare, vocational rehabilitation, housing subsidy programs, energy assistance, food stamps, and other relevant benefits programs.
4. Knowledge of (or ability to learn) skills training components related to independent living; ability to facilitate classes and workshops for people with disabilities and other participants.
5. Ability to establish and maintain effective working relationships with community partner agencies and the business community. Skilled in networking and liaison activities.
6. Strong organizational and time management skills and ability to manage multiple priorities, meet project deadlines, and maintain high quality of services.
7. Skilled in the use of computer, printer, fax machine and other basic office equipment found in a modern office setting.
8. Demonstrated ability to work independent of direct supervision.
9. Ability to pass a criminal background check.
10. Ability to maintain financial, employee, and consumer confidentiality, with knowledge and understanding of HIPAA.
11. Ability to meet Summit's standards for appearance and conduct in a professional setting.

**VI. OTHER PERTINENT INFORMATION:**

This is a full-time 40/week non-exempt position compensated on an hourly basis. The position is based in Summit's Hamilton Office. *Remote/hybrid work is not an option.*

**VII. REASONABLE ACCOMMODATION:**

Summit will provide reasonable accommodation for any known disabilities of employee to enable them to complete the essential functions of their job.