



# CONNECTIONS

Challenge Barriers. Build Independence.

## **Outreach Independent Living Specialist Job Description (Part-Time)**

*Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties. Connections is also Colorado's largest nonprofit provider of American Sign Language interpreting services.*

### ***Purpose:***

The Outreach Independent Living Specialist (OILS) works directly with persons living with disabilities within our service region. A typical day may include speaking with current and potential participating consumers by video conferencing, by telephone, or in person to gather information, and to create an independent living plan through identifying areas of need. Based on this plan, the ILS will then help the participant identify necessary resources through assisting in the completion of paperwork, scheduling appointments, and embracing self-advocating. Duties can also include advocating on behalf of a participant. Additionally, an ILS will also help organize and host monthly group video conferencing sessions that focus on specific participant needs. To stay current on emerging trends in Independent Living, our ILS will attend training sessions to deliver the best services and knowledge to our consumers. OILS will help to identify specific services and establish or maintain a good rapport with service providers.

**People who live with disabilities are preferred applicants.**

### ***OILS Essential Responsibilities:***

- Conduct interviews with potential consumers and complete necessary documentation to determine eligibility and appropriate services.
- Participate with a consumer in the development of an Independent Living Plan, which outlines the skills they need to develop, the resources to which they need access, and their path to success.
- Work with consumers and community support services to assist individuals in attaining goals, by referral to appropriate staff or to other agencies.
- Provide appropriate services to consumers, including Information and Referral, Advocacy, Peer Support, and Independent Living Skills Training.
- Be knowledgeable of internal and public policy changes that impact people with disabilities.
- Maintain strict confidentiality of all information concerning consumers, staff, volunteers, and board members.
- Maintain office and facilities as deemed necessary (not cleaning).

### ***Community Involvement***

- Facilitate peer support groups to allow individuals who have shared common experiences the opportunity to gain insight into their own situations.

- Represent Connections and act as a liaison between the disability community and other agencies serving people with disabilities to insure coordination and comprehensive services to the consumer.
- Work on system advocacy issues to promote greater access to people with disabilities.

***Knowledge, Skills, and Abilities:***

- Exceptional organizational skills with a meticulous attention to detail.
- Work well under pressure; ability to meet deadlines.
- Excellent interpersonal and communication skills with the ability to multitask and adapt to many communication skills.
- Levity and a sense of humor are appreciated.
- Ability to work independently and use discretion and independent judgment regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Excellent digital literacy, agility, and resilience, including technology and software skills. Proficient with Microsoft, Google Workspace, internal database, Dropbox, Zoom, and other software as needed.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and service providers.
- Knowledge of the Americans with Disabilities Act a plus, as is knowledge of American Sign Language.

***Education and Experience:***

High School Diploma.

Must have reliable transportation to meet with consumers as required.

Must be able to pass a background screening.

***Travel:***

Some in-person meetings with consumers are expected within the seven Northeastern counties of Colorado. No over-nights are expected.

***Working Conditions:***

This job operates in a professional remote environment. This role routinely uses standard office equipment including, but not limited to computers, phones, photocopiers, electronic postage meters, filing cabinets and fax machines.

The employee will be required to operate a motor vehicle on a regular basis and travel to and from client locations.

The employee will be required to provide their own internet access sufficient to support all job functions and abide by security measures to safeguard data in compliance with HIPAA.

***Physical Requirements:***

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to sit/stand for 30-60 minutes at a time at a desk. Must be able to practice self-care techniques at work to avoid occupational burnout.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This is a remote position that will require some in-person meetings to be conducted in public settings.

**Supervisory Role: No**

**Status: Full-time or Part-time depending on the needs of the accepted applicant**

**Classification: Non-Exempt**

**Salary: \$18.00 to \$20.00 per hour,**

**Benefits: Paid Sick Time, PTO, healthcare reimbursement, and a generous holiday schedule. \*Some benefits require a 90-day probationary period prior to implementation. Part-time and Full-time positions do carry some different benefits; however, healthcare reimbursement is the same for all employees.**

**Office location: 1331 8th Avenue, Greeley, Colorado 80631 (if on-site)**

*Note: This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principal job elements.*

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**Signature**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee** \_\_\_\_\_

**Date** \_\_\_\_\_