



CONNECTIONS

Challenge Barriers. Build Independence.

Independent Living Specialist Job Description

Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties. We love what we do! Our work is meaningful, we have a strong team culture, and we offer flexibility to our employees as we seek to continually improve our employee experience.

The Independent Living Specialist (ILS) works directly with people living with disabilities within our service region. A typical day may include speaking with current and potential participating consumers by video conferencing, 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 self-advocating. Additionally, an ILS will organize and host monthly group sessions that focus on specific participant needs. To stay current on emerging trends in Independent Living, our ILS attend training sessions to deliver the best services and knowledge to our consumers.

The successful candidate must have exceptional organizational skills and be detail-oriented. They need to be adaptable to change and learn new skills and systems. They possess excellent interpersonal and communication skills and adjust to various communication styles. Candidates with certifications in WPSE/APSE/ACRE may receive additional hourly compensation. Bilingual candidates are given preference. A sense of levity and humor is appreciated. ***People who live with disabilities are always the most preferred applicants.***

Key Responsibilities

Consumer Services

- 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 referring them to appropriate staff or to other agencies.
- Provide appropriate services to consumers, including Information and Referral, Advocacy, Peer Support, and Independent Living Skills Training.

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 ensure coordination and comprehensive services to the consumer.
- Work on system advocacy issues to promote greater access for people with disabilities.

Operations

- Maintain necessary electronic records and consumer files and complete all reports required by the program.
- General assistance with agency operations.
- Other duties as assigned.

Knowledge, Abilities and Skills

- Ability to work independently and exercise discretion and independent judgment regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Adaptability to work in a constantly changing sector
- Excellent technology and software skills, including skills with client databases, Microsoft, Google Workspace, MiCIL, Dropbox and other software as needed.
- Experience in systems advocacy.
- Ability to communicate effectively, internally and externally, orally and in writing.
- Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and service providers.
- Knowledge of American Disabilities Act regulations is a plus, as is knowledge of American Sign Language.
- Must be able to pass a background screening.
- Reliable transportation and the ability to travel within our service region as well as statewide as necessary.

To apply: Persons with disabilities are encouraged to apply. More than 50 percent of our team has a range of disabilities and life experiences, which enhances our ability to advocate.

Candidates must submit a brief letter of interest and professional resume by email to jobs@connectionscolorado.org with the subject line "Independent Living Specialist" for consideration.

- Qualified candidates will be contacted on a rolling basis. No phone calls unless as a necessary accommodation.
- Location: 1331 8th Avenue, Greeley, Colorado 80631.
- Compensation: This is a full-time position at 40 hours per week.

- Hourly pay rate is \$19-\$21.
- Immediate benefits package includes PTO, healthcare reimbursement, a generous holiday schedule, and retirement matching after a year of employment.
- Work hours to be arranged during standard Monday through Friday business hours between 9:00 a.m. and 5:00 p.m.
- The successful candidate will live within our seven-county northeastern Colorado service region.
- Connections is a non-profit 501(c)(3) organization.
- Principals only, please. No recruiters. No telephone calls. Do not contact Connections regarding other services, products, or commercial interests.