

## BILINGUAL LIFE SKILLS COACH

*Located in Tucson, AZ..... Applications accepted until position filled*

*DIRECT is the Center for Independent Living for Southern Arizona. We advocate for and works with persons with diverse disabilities to ensure their civil rights and equal access to all aspects of life in our community.*

**Summary:** Support participants in achieving their self-identified Independent Living (IL) goals through comprehensive peer mentoring, advocacy, skills training, information and referral, and institutional diversion/transitioning programs and services. Ideal candidate would identify as having a disability and be bilingual English/Spanish.

**Supervisor:** Associate Director

**FSLA Status:** Exempt or Non-Exempt; up to 20 hours per week

### RESPONSIBILITIES

*(with or without reasonable accommodations)*

- Assist both Spanish- and English-speaking participants in determining their service needs, establishing IL goals, and formulating IL plans
- Conduct or assist with individual and/or group *independent living skills training*
- Provide individual and/or group *peer support* sessions to people with disabilities
- Maintain documentation consistent with the Center's policies and procedures and funding requirements (including initial meeting, assessment, goal planning, information and referral, output/outcome measurements, etc.)
- *Advocate* for participants who request support and for those who are unable to advocate for themselves
- Participate in activities advocating systems change
- Work collaboratively with the Center's program team, community organizations, and governmental entities to promote independent living and disability rights and justice
- Conduct broad-based community outreach and training on Center services, independent living philosophy, disability rights and justice issues, and community resources
- Assist individuals and families with services to prevent institutionalization and/or *transitioning* and reintegration into the community from institutionalized settings
- Provide accurate *information and appropriate referrals* that connect individuals with disabilities to the Center's and community resources; offer follow-up support on additional resources and services as necessary
- Maintain knowledge of current trends and developments in the field through

review of literature, attendance at trainings, and networking

## **MINIMUM QUALIFICATIONS**

- Bilingual English/Spanish fluency, both verbal and written
- Clear understanding of, and passion for, the Center's mission and vision
- Working knowledge of disability rights, services, and community resources
- Personal experience with disability (must be able to provide peer mentoring to individuals with disabilities)
- Experience working with individuals with disabilities
- Proficiency with MS Office and data entry
- Associate's Degree or related experience
- Excellent customer service, interview, and communication skills

## **DESIRED BACKGROUND AND EXPERIENCE**

- Experience conducting group presentations
- Experience working in a database

*Note:* Personal life experience/history relevant to the position is acceptable as a substitute for education and/or work experiences

## **REQUIRED COMPETENCIES**

- Demonstrates personal integrity, credibility and flexibility within the scope of the job responsibilities
- Demonstrates understanding and endorsement of Independent Living Philosophy and support of DIRECT's mission, vision, and goals
- Demonstrates respect and value of consumers' choices, decisions, and preferences; accepts diversity in others
- Demonstrates the ability to utilize a wide range of knowledge and skills – and to incorporate new information – to achieve desired outcomes within the scope of the job responsibilities
- Demonstrates the ability and initiative to evaluate options, make decisions, resolve potential or actual problems effectively, and accept accountability within the scope of job responsibilities
- Demonstrates the ability to participate as an active member of a team
- Demonstrates the ability to communicate effectively both verbally and in writing
- Demonstrates the ability to learn through the supervisory and peer/team process
- Demonstrates the ability to organize, manage, and follow through on own workload and priorities
- Demonstrates the ability to collect, retrieve, and manipulate computerized data

## **WORKING CONDITIONS**

Work is primarily in a climate-controlled office environment with minimal safety/health hazard potential and the following level of activity.

**TO APPLY**, submit **Cover Letter and Resume** to [search@directilc.org](mailto:search@directilc.org). Qualified individuals with disabilities strongly encouraged to apply.

*DIRECT is committed to providing access and equal opportunity in employment. Activities such as hiring, promotion, and compensation of employees are conducted without regard to race; color; religion; genetic information; national origin; sex (including same sex); sexual orientation, gender identity or expression; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; service member status; marital status, or any other category protected under federal, state, or local law. DIRECT will work with qualified individuals to find reasonable accommodations as necessary, unless doing so would impose an undue hardship on Center operations.*