

Westchester Independent Living Center

JOB DESCRIPTION

JOB TITLE: Peer Integration Program Coordinator

JOB SUMMARY: Work in collaboration with ACCESS VR District Office staff in assisting consumers to assess, plan, facilitate, evaluate and advocate for options and services to meet consumer needs. Assist in identifying appropriate providers and facilities throughout the continuum of available community services.

REPORTS TO: Executive Director

ESSENTIAL FUNCTIONS:

1. Responsible for meeting the overall goals and objective of the Program.
2. Supervise Peer Independent Living Specialists.
3. Provides 1:1 case management services to referred ACCES-VR consumers, including: Intake assessment, goal setting, plan development for short and long term independent living goals, progress monitoring, advocacy and information on referrals to available community resources and services.
4. Provides information on benefits advisement, Plan for Achieving Self-Support (PASS) development, and Medicaid Buy-In (MBI) applications.
5. Monitors consumer progress, documents use/success of referrals, evaluates effectiveness of services based upon consumer outcomes.
6. Maintains confidential, accurate, up-to-date consumer records, including case notes, referrals, services provided. Inputs complete data into agency database.
7. Does outreach and networking with other agencies, service providers, and educational institutions to increase participation in the program for 1:1 services.
8. Leads public speaking events and group training presentations.
9. Coordinates development and compiles information for the Resource Directory.
10. Other duties as assigned by Supervisor or Executive Director.

QUALIFICATIONS:

1. Bachelor's Degree and minimum two years work experience or appropriate combination of skills, experience and education.
2. Knowledge of community resources, ability to build and maintain professional relationships.
3. Experience working with persons in crisis.
4. Excellent verbal and written communication skills, ability to establish rapport.
5. Ability to communicate and work with culturally-diverse populations, ability to be culturally sensitive and appropriate.
6. Excellent documentation skills.
7. Person with a disability as defined in the American Disabilities Act preferred.
8. Bilingual in Spanish is a plus.

Employee Signature

Date