

Ann Arbor Center for Independent Living

Position Description: *Independent Living and Information & Assistance Specialist*

Scope: To provide a continuum of consumer and community-based /independent living services that enhances the quality of life for people with disabilities at home, at school, at work and in the community.

Reports To: Executive Director/CEO

Essential Functions:

- Provide information and referral services to consumers and interested others.
- Coordinate access to community resources aimed at securing community resources and supports
- Assist consumers through coaching, advocacy and peer support to resolve life concerns and live effectively with a disability.
- Actively participates in Ann Arbor CIL resource development activities (i.e. special events fund raising, grant development, volunteer recruitment).
- Enhances the image of the CIL in person, by telephone and in written communication.
- Completes by deadline, all reports, including, but not limited to: timesheets, monthly activity reports, NetCIL time and services entries, billings, expense reports and grant applications.
- Travels within the regional service area of the Ann Arbor CIL.
- Perform other duties as assigned.

Behavioral Requirements:

- Enhances the image of the CIL in person, by telephone and in written communication by modeling integrity, personal and professional ethics.
- Maintains confidential consumer information.
- Demonstrates resourcefulness, initiative and follow through as required for the effective delivery of CIL services.
- Models teamwork by effectively working in a collaborative manner through strong individual contribution, commitment and mentorship of others.
- Maintains a positive working relationship with consumers, co-workers, referral sources and others to encourage positive referral relationships.

Qualifications:

- Personal experience with disability and /or knowledge of disability issues and the IL philosophy.
- Commitment to the disability movement and the ability to effectively advocate on behalf of persons with disabilities, good communication, computer and word processing skills.
- Has the ability to balance multiple tasks, prioritize work effectively and use judgment and discretion in decision-making.
- Commitment to and ability for continuous improvement and mastery of the relevant body of knowledge related to this position.
- Bachelor's /Masters preferred with prior experience in areas related to the duties described.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the CIL reserves the right to modify, add or remove duties and to assign other duties as necessary.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply

to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.