Hello Everyone,

I hope you and all are also doing well and staying safe.

I wanted to let you know that the **Center for Independent Living, (known as Disability Options Network)**, is seeking applicants for the position of Independent Living Coordinator, in all three of our office locations (Penn Hills, Greensburg, New Castle). Individuals with disabilities are strongly encouraged to apply.  I have attached the job description to this email

All positions are office based and we are open 8:30 a.m. to 4:30 p.m. Monday through Friday. We are looking to hire a combination of both full and part time employees.

 Interested applicants should send a cover letter and resume to Melissa Allen. Her email address is mallen@disabilityoptionsnetwork.org

Please contact me if you have any other questions or are in need of any additional information.

**DISABILITY OPTIONS NETWORK**

**JOB DESCRIPTION**

**JOB TITLE:** Independent Living Coordinator

Exempt: N Salary Level: Based on Experience

Location: NC, Penn Hills & Greensburg Department: Network

Employee: Supervisor: Melissa Allen

SUMMARY: The Independent Living Coordinator will provide a continuum of consumer and community/independent living services through skills training, peer support, transition, information and referral and advocacy to promote the inclusion of people with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

· Provide peer counseling support services to enhance living effectively with a disability.

· Provide independent living skill instruction to consumers.

· Provide transition services to individuals with disabilities.

· Work with CIL program participants in identifying and achieving their independent living goals. Where appropriate, maintain a Case Services Record and Independent Living Services Plan commensurate with Federal Standards and Indicators.

· Provide peer consultation and skill training instruction to consumers.

· Provide nursing home to community living services and support.

· Participate as a member of the Independent Living Services Team.

· Complete all reports including, but not limited to: timesheets, vacation, sick leave, compensation time, leave of absence requests, activity reports and grant applications by their respective due dates.

· Complete and maintain all Consumer Services Records in compliance with the Federal Quality Assurance Standards and Indicators. Travel required within the regional service area of the CIL and its satellites.

USER-DEFINED:

Employee will request direction for non-routine tasks but is expected to exercise judgment and authority consistent with procedures or routine behavior.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent or two years to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and provide information to supervisors and co-workers by telephone, e-mail, or in person. Ability to write, enter, transcribe, record, store, and maintain information in written or electronic form. Ability to speak effectively before groups of consumers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to solve problems and deal with variables in situations where only limited standardization exists.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Excellent communication and public relations skills, independent means of travel between offices and to visit consumers throughout large geographic territory through use of company car, when available, or through mileage reimbursement using personal vehicle. Computer skills to including typing to enter consumer notes and other computer Microsoft programs.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. The work environment is generally office but travel is required throughout the assigned county(ies) to meet with consumers in their homes. Shared company vehicle available or mileage reimbursement for work related travel.