



CILO empowers people with disabilities to lead independent and inclusive lives in the community.

Position Title: Independent Living Specialist

This is a Core Services position with the area's only Independent Living Center, a **nonresidential private non-profit agency** designed and operated by a majority of individuals with disabilities that provides an array of independent living services. This position is part-time (22.5 to 25 hours per week without benefits) with a full-time employment option. Pay range is \$18 - \$19 per hour. Occasional evening and weekend hours may be required. The IL Specialist must have reliable transportation, valid driver's license, and auto insurance for travel in Southwest Ohio with mileage reimbursement. Sign-on bonus of \$500 after six months of successful employment.

Position Summary:

Provide Independent Living services to both adults and youth with disabilities in Greater Cincinnati. The IL Specialist will empower people with disabilities through demonstrating a passion for and commitment to the concepts and philosophy of independent living and self-determination of persons with disabilities.

Qualifications:

Bachelor's degree in human services or related field; prefer work experience in a disability organization

Proficient computer skills including video conferencing, Word, Excel, PowerPoint, and Outlook

Exceptional verbal, written, customer service and organizational skills

Excellent time management, initiative-taking with an ability to manage multiple concurrent tasks

Professional appearance and manner

Personal experience with disability preferred

Essential Functions of the Position:

Ability to effectively relate to adults and youth with disabilities to conduct needs assessment, identify their goals, and develop individualized independent living goal plans.

Understand the needs of persons with disabilities and the barriers they face.

Support youth with disabilities through their transition from high school to adulthood.

Provide IL Skills training, both one-on-one and in groups, to include career/job development, money management, daily living skills, household management, mobility, peer support, self and individual advocacy, socialization.

Provide follow-up with consumers to assure their goals/needs are being met through their Independent Living (IL) Plan.

Identify relevant and innovative topics and develop Peer Support and IL Skills Training materials.

Obtain information from consumers related to satisfaction of services to measure impact of services.

Participate in community presentations.

Ability to establish working relationships with community providers, schools, and other organizations for targeted outreach activities for the purpose of increasing awareness of the organization.

Conduct outreach to un-served or underserved persons in the service area.

Access the existing resource database of disability-related services and organizations and make recommendations for additions.

Respond appropriately to e-mail, phone or in-person inquiries in a timely manner.

Keep detailed records of all contacts; maintain confidential consumer documentation.

Other duties as assigned by Direct Supervisor or the Executive Director.

To Apply:

If you have the prerequisite experience and skills, please submit your resume with a cover letter stating your qualifications, strengths and experiences that qualify you for this position by e-mail (no phone calls please).

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CILO is an equal opportunity employer committed to hiring people reflecting the diversity of our community. We provide equal employment opportunities to all applicants.