



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

Job Title: Independent Living Specialist

Full time salaried position (37.5 hours per week Monday thru Friday / benefits package). Occasional evening and weekend hours required. To perform job duties candidate must have reliable transportation for travel in Southwest Ohio with mileage reimbursement. Salary is \$35,100.

Position Summary:

Provide Independent Living services to adults and youth with disabilities in Greater Cincinnati. The IL Specialist will work as a member of the Center's team to empower people with disabilities to live independent and inclusive lives through five core services: information & referral, advocacy, peer support, independent living skills and youth transition services. The IL Specialist will demonstrate 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 people 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

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

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

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 activities to reach un-served or underserved persons in the service area

Obtain information related to satisfaction of services with possibility of developing a success story for newsletter, social media, etc.

Develop a comprehensive resource database of disability-related services and organizations.

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

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

Keep detailed records of all contacts; maintain confidential consumer documentation

Ability to interact with fellow employees and be part of the Center's team

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.