

dis**Ability** Connections, Inc
Position Description

Position: Life Skills Advisor

Pay: \$17.00 - \$20.00 per hour

Supervisor: Director of Services

General Summary: The Independent Living and Life Skills Specialist empowers youth and adults with disabilities to build independent living skills, both daily living and work skills. This position provides both individual service in one-on-one settings and classroom instruction or group-based services.

QUALIFICATIONS AND REQUIREMENTS

1. **Education and training required:** Associate degree in a human services or related field of study with Bachelor's degree preferred. Personal experience with disability and/or knowledge of disability issues and the consumer/community-based IL philosophy. Must possess excellent communication, writing and computer skills.
2. **Work Experience Required:** 2-3 years of work experience in related field, ideally in independent living services, coaching, and teaching. Experience with management, leadership and organizational skills with the ability to balance multiple tasks, prioritize work effectively and use judgment and discretion in decision-making. Must have a commitment to and ability for continuous improvement and mastery of the relevant body of knowledge related to this position.
3. **Personal Experience:** Prefer person living with disability and knowledge of disability issues and the consumer/community-based Independent Living philosophy. Passionate about empowering people with disabilities, both youth and adults to reach their full potential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coach individuals (both youths and adults) from diverse backgrounds, on a cross-disability basis, as they develop independent living (IL) plans, set goals, monitor and move toward greater independence.
- Provide one-on-one support using person-centered approach, helping consumers strengthen daily living, communication, self-advocacy, and problem-solving skills
- Develop Independent Living Plans with the participant(s) based on independent living skill resources for youth and adults with disabilities.

- Educate individuals, parents/families on how to navigate systems and coordinate services based on Independent Living goals.
- Provide skill-training/modeling to consumers individually for variety of ages in groups or in classroom settings. Training includes but is not limited to career/job development, money management, daily living skills, household management, mobility, peer support, self and individual advocacy, assertiveness, and socialization
- Become educated on Skills to Pay the Bills curriculum and utilize the curriculum to help students develop soft skills needed in the workplace and independent living
- Outreach to schools, parent groups, and other organizations as suggested to discuss programs and discuss potential presentations.
- Coordinate student sessions with area teachers
- Research and become educated on individual and systems advocacy opportunities
- Participate in and complete Motivational Interviewing Training. Utilize MI in practice.
- Promote the IL philosophy in the community.
- Work closely with supervisor in developing materials in administering programs
- Perform other duties as assigned.

IMPORTANT SKILLS AND CHARACTERISTICS

- Enhances the image of dis**Ability** Connections in person, by telephone, and in written communication. An effective communicator. Attentive and respectful of others; a good listener. Uses professional demeanor face to face, written or telephone contact.
- Completes all reports by deadline, including but not limited to timesheets, expense reports, monthly activity reports, billings, and grant applications.
- A Solid Contributor. A productive and conscientious worker who takes on a fair share of the workload. Takes initiative to assist others during periods of less intense workload. Is helpful when special projects require additional work.
- Completes and maintains all Consumer Services Records in compliance with the Federal Quality Assurance Standards and Indicators in the required data collection tools.

- Maintains a positive working relationship with consumers, co-workers, referral sources, and others to encourage positive relationships. Arrives at job, appointments, meetings, on time and prepared.
- Articulates the dis**Ability** Connections, Inc. mission, IL goals and accurately describes its program services and outcomes.
- Models integrity, personal and professional ethics and maintains confidential consumer information in adherence to applicable HIPAA guidelines.
- Maintains a neat and orderly office.
- Demonstrate resourcefulness, initiative, and follow through as required for the effective delivery of dis**Ability** Connections services.
- Meet outcomes listed in the Fiscal Year Work Plan as outlined in the dis**Ability** Connections Performance Evaluation.

ADDITIONAL SKILL REQUIREMENTS FOR THIS POSITION

- Demonstrate excellent verbal and written communication as well as good computer skills.
- Complete Motivational Interviewing Training when available

PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential duties contained in this job description. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these physical requirements. These include but are not limited to the following requirements.

- Ability to enter and retrieve information into the computer.
- Ability to bend, and reach office files, materials and equipment.
- Ability to make and receive telephone calls.
- Ability to travel to and from assigned work location(s).

WORK ENVIRONMENT

Works in office conditions and travels in the communities we serve (Jackson, Lenawee and Hillsdale Counties) to attend meetings, conduct workshops and other activities related to dis**Ability** Connections, Inc. mission.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, and effort or working conditions associated with the position.

While it is intended to be an accurate reflection of the job requirements, dis~~ability~~**Ability** Connections reserves the right to modify, add or remove duties and to assign other duties as necessary.

Job Type: Full-time

Benefits:

- 401(k)
- Cell phone reimbursement
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance

Schedule: Day shift

Work Location: In-person