



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB DESCRIPTION

POSITION TITLE: Comprehensive Services Specialist II
CLASSIFICATION: Non-Exempt
REPORTS TO: Program Manager

SUMMARY

The Comprehensive Services Specialist II (CSS II) is under the direction and supervision of the Program Manager and is responsible for traditional CSS II duties.

RESPONSIBILITIES

- Conduct initial interviews with new DCRC members, including collecting all information requested by DCRC and completing all documentation requested by DCRC.
- Develop transportation goals with DCRC members and distribute transportation assistance to eligible DCRC members.
- Provide three (3) hours of outreach per quarter (3 months) for a total of 12 hours a year with one (1) hour dedicated to presenting a substantive presentation to a group of 5 or more people and the two (2) hours dedicated to representing DCRC at a resource fair or other similar community event.
- Conduct comprehensive assessments and evaluations of individuals to determine their goals and desires for services.
- Develop and implement Independent Living Plans in collaboration with members, DCRC and other community service providers.
- Participate in member service meetings with DCRC and community service providers.
- Provide goal oriented resource management services around adjustment to disability and/or life situation on a group, family and/or individual basis.
- Advise individual members, community agencies and organizations of available services.
- Educate and train members around specific activities of daily living issues.

Disability Community Resource Center - www.dcrc.co

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** 📞 (310) 398-9204 **TTY** 📞 (888) 851-9245 **Toll-Free**

- Educate community about specific issues affecting people with disabilities and the frail elderly individuals to increase their knowledge of DCRC services and Independent Living philosophy.
- Provide Peer Counseling as needed and appropriate
- Engage in advocacy activities focused on the rights of people with disabilities.
- Participates on self-directed work teams and staff committees.
- Perform other duties as assigned by the Program Manager.

QUALIFICATIONS

- Extensive knowledge and involvement with the Los Angeles community.
- Two years' experience working with disabled individuals and/or older adults in the areas of community outreach and social services.
- Demonstrate proficiency in psychosocial assessment skills, familiarity with community resources and knowledge of issues of concern to disabled individuals and/or older adults, both locally and nationally.
- Possess interpersonal skills needed to interact effectively and diplomatically with a variety of staff, volunteers and members of the community.
- Demonstrate ability to communicate effectively (oral/written).
- Demonstrated ability in basic computer literacy.
- Proven ability to work both independently and as a team member. A self-starter who requires minimal supervision and direction to implement and multi-task projects.
- Must be able to travel as required.

PREFERRED QUALIFICATIONS

- Life experience with disability as well as knowledge of the Independent Living Movement philosophy preferred.
- Bilingual skills (Spanish or American Sign Language) preferred.
- Experience in domestic violence/sexual assault preferred.

POSITION TYPE/HOURS OF WORK

This is a full-time position that reports to the Program Manager. The CSS II is expected to work the typical work week at DCRC- 40 hours a week with an unpaid hour reserved for lunch.

AAP/EEO STATEMENT

The Disability Community Resource Center is an affirmative action /equal opportunity. People with disabilities, females, minorities and older adults are encouraged to apply for employment.

DISCLAIMER

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned.

UNION REPRESENTATION

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC. The APDSE will be provided your contact information and related salary information once you begin employment at DCRC.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to dcrc@dcrc.co You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.