



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB DESCRIPTION

POSITION TITLE: Community Programs ILS
CLASSIFICATION: Non-Exempt – Part-Time
REPORTS TO: Community Programs Manager
HOURS: 15-20 hrs./week – 1:30 pm-5:30 pm (flexible)
SALARY: \$22.00-\$24.00 per hr.

JOB SUMMARY

The Community Programs Independent Living Specialist (ILS) reports to the Community Programs Manager regarding multiple city contracts and is responsible for assisting persons with disabilities to receive appropriate services; developing contacts within community organizations and service providers; providing services to members in the community within assigned service area; and other duties as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Provide direct services to members with disabilities including Assistive Technology (AT) and Home Access Program (HAP) services.
- Conduct outreach and community education activities for businesses, community agencies, disability groups, and the public.
- Conduct workshops and facilitate member groups.
- Participate in community advocacy activities and facilitate member involvement in Center activities.
- Act as liaison/consultant to individual members, member groups, other service providers, public benefits agencies, and staff in HAP and AT issues.
- Develop and maintain community involvement within the cities of West Hollywood, Santa Monica and Redondo Beach.
- Assist in maintaining consumer files and progress notes.
- Communicate status of work with Program Manager.
- Input data on computer system with training as needed.
- Participate in outreach activities including external presentations.
- Conduct program evaluation and monitoring activities.
- Work in a variety of DCRC service areas.
- Other duties as assigned.

Disability Community Resource Center (DCRC)

12901 Venice Blvd., Los Angeles, CA 90066 • **Phone:** (310) 390-3611 • **Fax:** (310) 390-4906

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Demonstrate advanced knowledge of the Independent Living movement, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, and other related laws and regulations governing programs offered by DCRC.
- Demonstrate advanced knowledge and sensitivity engaging with diverse disability groups including but not limited to: Deaf/Hard of Hearing; Mental Health; Cognitive and Developmental Disabilities; Blind/Low-vision; Physical Disabilities; and Learning Disabilities.
- Interact with co-workers regarding independent living issues and provide coverage when co-workers are absent.
- Convey the independent living philosophy and principles of member control, equal access, and equal opportunity throughout delivery of services.
- Demonstrate commitment to DCRC and to the vision, mission, and management philosophy of the agency.
- Protect the health, safety and confidentiality of members (and coworkers) in all facets of the job.
- Adhere to agency policies and procedures – particularly those dealing with confidentiality – in all aspects of agency operations.
- Participate in developing and sustaining a healthy organizational culture based on safety, mutual regard, and open communication.
- Maintain accurate and detailed records; documenting, in particular, service to members.
- Advocate for the rights of consumers and the enforcement of the Americans with Disabilities Act.
- Complete all other duties as assigned in a responsible, professional and timely manner.

SKILLS & REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess interpersonal skills needed to interact effectively and diplomatically with a variety of staff, volunteers and members of the community.
- Basic supportive counseling and crisis intervention skills.
- Ability to communicate effectively (oral/written).
- Knowledge of basic computer applications and report writing.
- Organizational skills, ability to work both independently with minimal supervision, and as a team member.

- Valid California Driver's License, proof of insurance, or the ability to effectively arrange personal transportation locally and regionally.
- Life experience with a disability as well as knowledge of the Independent Living Movement philosophy preferred.

WORK ENVIRONMENT

- The work is performed primarily indoors, in the office.
- Community outreach requires some degree of local and regional travel, and the occasional outdoor event.
- Office environment includes moderate levels of noise and interruption.
- Stress level is moderate: expected to think clearly in emergencies, complete work with deadlines, deal with interpersonal conflicts, and work with frequent interruptions.

AAP/EEO STATEMENT:

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons 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 at any time with or without notice.