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**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Independent Living Specialist (Part-Time)

Employer/Agency: Brazoria County Center for Independent Living

Job Description: The Independent Living Specialist is responsible for assisting people with disabilities (PWD) to receive appropriate services which will enable them to live more independently. He/She will develop contacts within local community-based organizations and provide services to consumers within the service delivery area. He/She will directly impact the Center's implementation of the independent living (IL) program as reflected in the annual service delivery plan of the organization.

ESSENTIAL JOB FUNCTIONS:

Peer Counseling

1. Determine consumer eligibility for independent living (IL) services.
2. Provide peer counseling to PWDs as needed/requested.
3. Promote peer relationships and peer role models.
4. Coordinate/conduct peer counseling training for volunteer peer counselors. Assist in the development and maintenance of Center support groups.
5. Conduct home visits when transportation or other barriers prevent consumers from accessing the Center, as well as utilize the telephone, email, or written correspondence to interact with consumers.
6. Assist consumers in developing and achieving their IL plan (ILP).
7. Maintain records of IL plans or consumer's decision to waive IL plan development.
8. Provide consumers with the opportunity to complete satisfaction surveys.

Independent Living Skills Training

1. Coordinate/conduct group, one-on one, and quarterly independent living skills training sessions for PWDs on topics such as money management, assertiveness training, utilization of community resources, personal safety, attendant management, and problem solving.

Advocacy Assistance

1. Advocate for and assist PWDs with self-advocacy efforts, including relocation/ community integration and transition services.
2. Conduct workshops and seminars to train individuals in self-advocacy and systems advocacy.
3. Advocate for systems changes in the local, state, and national areas.

Outreach Activities

1. Coordinate, communicate, and cooperate with local community-based service agencies.
2. Network with appropriate state and national organizations.
3. Make presentations on the disability rights and independent living movement, Center services, ADA, etc., to PWDs and the general public.
4. Liaison with local groups to identify and assist unserved/underserved PWDs and other minorities.
5. Provide technical assistance to the community regarding accessibility issues.
6. Conduct seminars to raise public awareness regarding equal access.

Miscellaneous Activities

1. Handle daily Center information and referral requests
2. Track and compile data necessary for efficient monthly, quarterly, and annual reporting.
3. Prepare all needed reports and Maintain records of direct services and activities.
4. Maintain the confidentiality of consumer files.
5. Coordinate public relations activities for program areas; i.e., develop event flyers, write articles for the newsletter, etc.
6. Provide front desk coverage as needed to ensure workday "round-the-clock" quality service delivery

- to the consumers we serve.
7. Complete tasks delegated by the Executive Director and the Associate Director.
 8. Abide by Center's policies and procedures.

Qualifications:

SKILLS AND MINIMUM QUALIFICATIONS:

1. Bachelor Degree in social services, human services, or related field of study, combined with a minimum of three years experience in a disability related position. Related experience may be substituted.
2. Self-motivated with good verbal, written, and organizational skills.
3. Proficiency in computer operations.
4. Ability to maintain a large number of consumer files.
5. Ability to handle stress and work under pressure.
6. Must be able to travel. It is necessary to be able to travel in the service area on Center business.
7. Must have an understanding and commitment to the concepts and philosophy of independent living and self-determination of individuals with disabilities.
8. Ability to define problems, collect, and interpret complex information.
9. Knowledge of disability issues, laws, policies and regulations.
10. Ability to relate effectively with the public and consumers in a professional manner.
11. Ability to work with minimal supervision.
12. Personal experience with disability preferred.
13. Ability to exercise initiative, ingenuity, and sound judgment in workload coordination and technical matters.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Regular and punctual attendance.
2. Ability to work on the telephone for extended periods of time on occasion.
3. Ability to sit for extended periods of time on occasion.
4. Ability to work on a computer for extended periods of time on occasion.
5. Ability to maneuver around the community to provide services and participate in meetings,

network, conduct public relations activities and provide ADA technical assistance.

Salary/Hours: Salary DOE
Part-Time, Non-Exempt, 20 hours per week

Employer/Agency: Brazoria County Center for Independent Living
Address: 1104 D East Mulberry
City, State, Zip: Angleton, Texas 77515

Contact Person: Chamane Barrow
Contact Title: Associate Director

Phone: 979-849-7060
Fax: 979-849-8465
Email: cbarrow@cbfl.cc

Application Method: Email resume to contact listed above

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***