### Job Description

**ROLE AND RESPONSIBILITIES**

Job duties include but are not limited to:

- Empower and assist consumers, both in and out of institutions, at their request in creating and executing a plan of action that will allow them to successfully achieve their goals of independent living in their chosen community.
- Outreach to people with disabilities in our service area to educate them of their choices and opportunities.
- Provide peer mentoring to individuals who have disabilities.
- Advocate for more accessible and affordable housing, transportation, health care, assistive technology, and/or other systems changes as needed.
- Develop curriculum for and conduct independent living skills training regarding specific subjects that will empower consumers.
- Provide information and referral services upon request.
- Help maintain databases on resources relating to services for people who have disabilities.
- Develop cooperative relationships with other service providers and community organizations to obtain information on services.
- Prepare reports, forms and documentation as required by NWGA CIL and funding sources and maintain Consumer Service Records and accurately input in database in a timely manner.
- Travel within service area, as well as in Georgia and some national conferences/trainings.
- Assist other staff with accommodation support as needed in the performance of their job duties. This may include transportation and travel support.
- Be responsible for programs and events of the center as assigned by the Executive Director or Assistant Director.
- Perform public speaking and presentations.
- Participate in fairs, festivals, and other events to promote the CIL.
- Attend meetings/training as necessary.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Associates Degree in a field of study relevant to the provision of Independent Living Services and/or one to two years of experience in the direct delivery of human services. Personal experience in independent living with a disability may be substituted for certain educational or work requirements. **Bachelor’s preferred.**
- Ability to travel to **ALL 15 counties of NWGA** and work flexible hours as the job necessitates. Reliable transportation is a **MUST.**
- Knowledge of Independent Living philosophy and disability rights.
- Internally motivated, able to work independently and possess the ability to work effectively with the team of co-workers/management, the public, consumers, and other organizations/agencies in a professional manner.
- Knowledge of human disabilities and their characteristics and ability to work with diverse ages and populations of individuals with disabilities.
- Intermediate to advanced knowledge of standard computer programs computers and other office equipment. Ability to learn new software quickly.
- Effective oral and written communications skills.
- Ability to complete reports/paperwork and other needed written communication in a professional and timely manner.
- Projects as assigned by the director.
- Background check is required.

**PREFERRED SKILLS**
- **OFFICE 365 AND BASIC DATA ENTRY**
- **ABILITY TO COMMUNICATE WITH OTHERS AND KEEP OTHER STAFF UP TO DATE ON THE PROGRAM**
- **SOME HEALTH CARE KNOWLEDGE**

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