**Job Title:** Independent Living Coordinator  
**Job Category:** Hourly  
**Department/Group:** GVRA  
**Location:** NWGA CIL  
**Travel Required:** Travel Required  
**Level/Salary Range:** $16.00/Hour  
**Position Type:** Part-time- 30 hours/week  
**Date Posted:** October 2, 2023  
**Posting Expires:**  

**Applications Accepted By:**  
**EMAIL:**  
Chotzclaw@nwgacil.org  
Subject Line: Independent Living Coordinator- Part-time  
**MAIL:**  
Christina Holtzclaw  
NWGA Center for Independent Living  
527 Broad Street #101 Rome, GA 30161  

**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.

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