



Independent Living Specialist

ORGANIZATION INFO: RAMP is a non-residential Center for Independent Living with a mission to build an inclusive community that encourages individuals with disabilities to reach their full potential. RAMP's work is guided by our commitments to inclusion, participation, accountability, and autonomy.

PURPOSE OF POSITION: This position requires an understanding of the principle of the Independent Living (IL) philosophy, and a genuine desire to carry out this philosophy. To provide consumer driven services by reminding consumers of their abilities, supporting them when needed and teaching them skills that will increase or maintain their independence.

POSITION REQUIREMENTS: Reports directly to the Independent Living Director; full-time; salaried non-exempt, full benefits; travel and expenses reimbursed.

EDUCATION AND EXPERIENCE

- Associates Degree or 3 years of relevant work experience in a position with related job activities or personal experience related to individuals with disabilities.

MINIMUM QUALIFICATIONS:

- Knowledge of community resources; transportation, housing, etc.
- Literacy in computer applications including word processing and database management;
- Proficiency in documenting and communicating as well as the ability to present information in a clear concise manner;
- Ability to maintaining organization and meeting deadlines;
- Reliable transportation and a willingness to work some evening and weekend hours as needed;
- Personal experience with a disability is preferred;
- Strong desire to see the Independent Living Philosophy carried out in the community.

REQUIRED SKILLS/ABILITIES

- Ability to advocate and talk to those in the community that are creating barriers;
- Ability to develop relationships with other agencies in the community;
- Ability to communicate with those you work with even if it is not something that they want to hear;
- Excellent verbal and written communication skills;
- Excellent organizational skills and attention to detail;
- Excellent time management skills with a proven ability to meet deadlines;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Ability to prioritize tasks and to ask for help when appropriate.

PRIMARY RESPONSIBILITIES

- Contacts new referrals within RAMP's guidelines and provides follow up until needs are met and/or intake is scheduled;
- Manage and active caseload and complete all paperwork and documentation within the required timeframes; develop an Independent Living Plan (ILP) with consumer's goals, objectives, and time frames;
- Refer consumers to other community agencies or services providers to ensure appropriate supports;
- Provide encouragement, follow-up and support to consumers and family members.
- Be aware of advocacy issues related to equal rights for people with disabilities on both an individual and systems level;
- Maintain a high level of visibility within RAMP's service area so that coordination and opportunities for persons with disabilities are at an optimum;
- Join a committee, attend and conduct networking activities with other agencies, service providers and organizations to ensure that the disability community has a voice;
- Be available for community presentations on RAMP's mission and services, the IL Philosophy.
- Meet with Independent Living Director on a regular basis to collaborate on personal goals of growth, work related struggles, and progress or barriers to meeting results;
- Collaborate and network with co-workers to ensure consistency with services provided to those RAMP serves;
- Continue personal and professional development through educational opportunities, attending workshops and conferences, and staff meetings;
- Complete timesheets and expense reports with the required timeframe.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Prolonged periods of sitting at a desk and working on a computer;

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

RAMP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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