

JOB DESCRIPTION

JOB TITLE	Independent Living Youth Specialist (ILYS)
DEPARTMENT	ILGR
LOCATION	Batavia, NY
DIRECT SUPERVISOR	Assistant Director, ILGR

GENERAL JOB DESCRIPTION

This position will coordinate independent living skills, evaluations and training for people with disabilities ages 0 - 24. To assist in the personal adjustment of an individual's disability and maximize community participation.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Coordinate and conduct independent living evaluations for people with disabilities, ages 0 - 24.
2. Inform individuals about various programs that are available to them and assist them in securing and/or maintaining benefits, such as special education, vocational training, social services, Medicaid, etc.
3. Assist consumers in the development of an Independent Living Plan (ILP). Document the development and achievement of IL goals selected by individuals.
4. Document which services were requested and received by individual consumers.
5. Work with youth to build self-advocacy, employment and independent Living skills.
6. Provide service navigation and skill-building support as it relates to transitioning to adulthood.
7. Establish educational goals and assist students in identifying and requesting accommodations. This may include assistance with developing an Individualized Education Plan (IEP) or 504 Plan.
8. Coordinate and/or perform independent living skills, counseling and training. Assist participants in developing Independent Living skills (i.e. mobility & orientation, cooking, cleaning, daily household chores, shopping etc.)
9. Provide assistance obtaining specialized devices and equipment such as wheelchairs and lifts, assistive technology and equipment.
10. Intervene, at the request of the consumer, in crisis situations between consumer and service programs.
11. Facilitate groups specifically tailored for youth with disabilities and their families to provide education, support, and social opportunities. The groups include topics such as suicide prevention, anger management, youth leadership, self-advocacy, youth leadership, Individualized Education Program (IEP) training for parents, training to become Youth Peers, eating healthy, book clubs and social activities.
12. Provide family support and education to the parents, guardians and caretakers of youth with disabilities.
13. Identify consumer housing options to enable the consumer to compare a variety of living arrangements and provide other necessary assistance to aid individuals in securing suitable living arrangements.
14. Assist with scheduling medical and behavioral health appointments and making transportation arrangements.

15. Act as an educational advocate and attend school meetings with parents and youth to ensure they receive support.
16. Participate in outreach events, coordinate and schedule face to face/electronic/phone visits with consumers based on consumer preference.
17. Assure accurate and timely documentation of consumer services and required paperwork in Western New York Independent Living, Inc's (WNYIL's) Electronic Consumer Record (ECR) database and assure that this task is completed within two (2) working days of the date of service.
18. Return calls within 24-hours and emails within 48-hours.
19. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
20. Participate in maintaining a neat, clean and safe work environment.
21. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associates degree in Human Services or related field

OR

Bachelor's degree in Human Service or related field

- Professional and life-experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

- Must have experience related to disability services.
- Must have working knowledge of persons with disabilities, and state and federal laws pertaining to the rights of persons with disabilities.
- Must have lived experience OR prior work experience with youth with disabilities within the past ten (10) years.

SKILLS & ABILITIES

- Must have reliable transportation in order to work independently throughout Genesee, Orleans and Wyoming Counties.
- Residents of Genesee, Orleans or Wyoming Counties are encouraged to apply.
- Must have an intermediate level of knowledge of computers, including the use of Excel spreadsheets, databases, word processing and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, professional Range: \$46,000-\$48,000

BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free Agency.

POSTING INFORMATION

Closing Date: September 10, 2024

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org