Independent Living Advocate – Employment Services

Service Area: Employment Services
Reports To: Director of Employment Services
FSLA Status: Non-exempt

Job Summary: Under the supervision of the Director of Employment Services will perform the duties as IL Advocate for Employment Services and all other duties as assigned. Conducts assessments, determines training needs with consumer, develop with consumer the IWP. Facilitates individual and group training sessions. Responsible for assisting and or conducting classroom sessions, assists students with resources to complete assignments, monitors the lab activities. Assists with presentations related to the Employment Services Division as well as WOIL as a whole. Accountable for the protection and security of all consumer information. File required reports as assigned. Functions as an advocate to consumers and people with disabilities. Coaches, teaches and mentors staff and consumers as required. Complies with and ensures all policies and procedures are followed.

Major Responsibilities and Duties:

Employment Skills Training Services:

- Complete Employment Services consumer assessments and orientation
- Advises ES Consumers so that the consumer can exercise informed choice in selecting employment goal
- Assists with the development of Employment Services consumer Individual Work Plan
- Responsible for reporting Individual Work Plan required paper work
- Provides training to consumers on individual and/or group basis
- Provides Workplace Technology Training
- Maintains all files for Employment Services consumers to ensure proper documentation records
- Recruit/call on prospective consumers
- Facilitate group-training sessions on job search techniques and employment retention skills
- Mentor /peer counselor for Employment Services consumers as needed basis through IL services.
- Establishes and maintain professional working relationships with local employers to develop opportunities for networking
- Provides career development and assessment services to consumers
- Assist consumers with identifying their abilities, needs, interests, and values in relation to job and career opportunities
- Other duties as assigned
Independent Living Services:

- Completes information and referral services using approved forms, as needed
- Establishes eligibility for services based upon written objective criteria that is nondiscriminatory and consistent with the Walton Options Mission.
- Updates and maintains IL living related services provided and goals met using NetCil and other confidential tracking methods, including consumer folders.
- Completes demographic information. Discusses and documents all of the consumer’s concerns and desires. Makes additional referrals to WOIL or other programs as necessary.
- When necessary, travels to consumers’ home to complete visual assessment of need throughout the service region.
- Completes all documentation, and reviews all documentation of other IL staff, including completion of IL forms, TFL forms, Older Blind forms, and CIL database entries for each contact as well as the demographic record.

Provides and Promotes Independent Living Services:

- Facilitates self-assessment and identification of independent living related service needs by the consumer. Assist them with arranging for and meeting these needs.
- Facilitates the development of an IL plan as related to employment goals of the consumer. Regularly revisits this plan and goals, updating as needed and noting progress.
- Provides peer support. Identifies and coordinates use of other peer supporters as appropriate.
- Provides independent living skills training on an individual or group basis as necessary and requested.

Models Independent Living Philosophy:

- Promotes self-advocacy by teaching individuals on how to access services, assert their rights, obtain funding, and attain their goals.
- Participates in systems advocacy activities by voicing opinions at public hearings and educating public officials through letter writing or other appropriate mean on issues related to independent living.
When making decisions, stays within budget restrictions and guidelines in approving service.

**Peer Supporter**

Promotes self-advocacy by coaching, teaching, and mentoring individuals how to access employment related services, assert their rights, and identify funding to obtain their goals.

Responds in a timely manner to consumer requests for information and referrals related to Independent Living (IL). Seeks assistance from IL staff as needed.

Facilitates self-assessment and identification to independent living related service needs by the consumers. Assists them with arranging for and meeting these needs. Assists with the development of a consumer centered and directed Circle of Support as requested.

Provides peer support for meeting the goals set by the consumer. Share life experiences and offers encouragement; acts as a role model.

Provides independent living skills training on an individual basis as necessary and requested.

Communicates with the IL Coordinator responsible for each consumer at least twice a month relating to activities in progress and any problems.

Completes required documentation on the computer and for Consumer Service Records (CSR) as required.

**Outreach and Advocacy:**

Assist with planning, implementation, and follow-up for all special and outreach events.

Help develop and implement outreach plans and outreach materials.

Monitors pertinent federal legislation, particularly as it relates to individuals with disabilities, aging and ADA.

Communicate with representatives of other groups in service area regarding advocacy related matters.

Participates in local advocacy activities annually.
**Qualifications and Essential Functions:**

1. Bachelor’s Degree required.
2. Knowledge of Microsoft Office (Word, Excel, Access)
3. Must possess effective oral and written communication skills
4. Must possess analytical skills necessary for effective problem solving
5. Must possess interpersonal skills necessary to effectively interact with a wide variety of people
6. Must be able to complete required documentation accurately and in timely manner
7. Must be able to successfully complete an on – the – job training program taught by program manager
8. Must complete Online ADA Training course or other approved ADA related course
9. Must be able to travel and work some evenings and weekends

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**Employee:** ________________________________  **Date:** __________________________

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**Human Resource:** ________________________________  **Date:** __________________________