

# **CENTER FOR INDEPENDENT LIVING OF NORTH CENTRAL PA (CILNCP)**

## **Position Description**

### **Job Title**

**Independent Living Service Coordinator  
with Emphasis on Deaf & Hard of Hearing Peer Counselor**

### **Immediate Supervisor**

**Independent Living Program Manager**

### **General Responsibilities**

Responsible for providing assistance to all consumers (with emphasis on deaf & hard of hearing consumers) through peer support, individual/ group skills training, advocacy, information and referral, and service coordination. Services are primarily governed through the provisions set by the Rehabilitation Services Administration's (RSA) grant for independent living centers.

Communicate with people who are deaf & hard of hearing by using sign language, assistive technology, voice and video relay systems and any other preferred mode of communication.

### **Principal Duties**

Within the guidelines of the CILNCP's policies and procedures, the IL Service Coordinator will:

- Promote the Independent Living philosophy.
- Conduct IL assessments with potential consumers.
- Complete Consumer Intakes.
- Provide CILNCP Core services to consumers as described by RSA.
- Provide consumers with assistance in developing, implementing, and obtaining their independent living goals.
- Maintain familiarity with services available to CILNCP Consumers including eligibility requirements and appeal procedures.
- Provide consumers with Peer Counseling, Supportive Services and Advocacy services as necessary.
- Provide information and referral service about disability issues and community resources to consumers and the generic public.
- Provide consumers with skills training in areas of attendant care, communication, assistive technology, education/training, employment,

equipment, finances/benefits, health care, housing, daily living, transportation, etc.

- Provide counseling and service coordination to consumers on possible benefits available by other service providers.
- Provide Assistive Technology services as relating to the PA's Initiative on Assistive Technology Telecommunication Device Distribution Program (TDDP).
- Provide demonstrations and presentations of assistive technology devices and programs upon request.
- Prepare monthly forms, narratives and documentation as requested by Department Manager and/or Funding Sources.
- Attend and participate in trainings, conferences, workshops, and seminars to keep informed on assistive technology devices and services.
- Participate in outreach activities, workshops or seminars in areas of independent living, Project Able, The American's with Disabilities Act, assistive technology programs, Employment, mediation, advocacy.
- Perform duties according to CILNCP confidentiality guidelines for protection of consumer information as required under the US-DHH HIPAA Regulations.
- Serve as a staff liaison on designated committees such as the deaf and hard of hearing support group.
- Other duties as assigned.

## **Qualifications**

Associates Degree in the field of study relevant to the provision of Independent Living Services or at least one year of experience in the direct delivery of human services. Personal experience with deaf & hard of hearing disabilities preferred and can substitute other qualifications. Must be able to access transportation. General knowledge and ability to interpret sign language preferred. Persons with disabilities encouraged to apply. Reasonable accommodations will be provided.

**As a result of the CILNCP's effort to retain qualified and committed employees, we have chosen to incorporate a philosophy that supports people who choose to serve first, and then lead as a way of expanding service to individuals and organizations. As suggested by "Servant-leadership," encouragement of collaboration, trust, foresight, listening, and the ethical use of power and empowerment will be utilized. We will also exhibit such traits as empathy, healing, awareness, and stewardship.**

**This collaborative leadership style is being defined here as a process where employees, management, and leadership work together toward common goals by sharing knowledge, learning and building consensus thereby developing a sense of community that is reliant upon equal relationships, a core component of the modern civil rights and independent living movement. This team will work collaboratively to obtain greater resources, recognition and reward by:**

- **Devoting itself to serving the needs of organization members and its consumers first.**
- **Focusing on meeting the needs of others.**
- **Developing each other to bring out the best.**
- **Coaching others and encouraging their self-expression.**
- **Facilitating personal growth in all who work with them.**
- **Listening and building a sense of community.**

**Wage and Hour Law Status**

Exempt

**This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the CILNCP reserved the right to modify, add or remove duties and to assign other duties as necessary.**

I have read and have had the opportunity to discuss the duties and responsibilities of this position with my supervisor. I accept the duties and responsibilities of IL Service Coordinator described in this job description. I understand however, that this document is not a contract for employment and that I or the Center for Independent Living of North Central Pennsylvania may terminate the employment relationship at any time, for any reason.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

I have personally met with the above employee and have discussed the duties and responsibilities of the position of IL Service Coordinator.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Center for Independent Living of North Central Pennsylvania (CILNCP) is an Equal Opportunity Employer. CILNCP does not discriminate in regards to race, creed, religion, color, gender, age, marital status, sexual preference, and national origin or disability status.**

AA/EOE/504/ADA