

Roads to Freedom Center for Independent Living

Position Description

Job Title

Community Inclusion Coordinator (part time)

Immediate Supervisor

Autism Service Coordinator

General Responsibilities

Responsible for assisting consumers with their community inclusion related needs under the Adult Autism Waiver administered by Pennsylvania's Department of Public Welfare Office of Developmental Programs Bureau of Autism Services.

Responsible for providing assistance to consumers through peer support, advocacy, and information and referral as well as other responsibilities as described by the Bureau of Autism Services. Services are primarily governed through the provisions set by the Rehabilitation Services Administration's (RSA) grant for independent living centers.

Principal Duties

Within the guidelines of the CILNCP's policies and procedures, the Community Inclusion Coordinator will:

- Promote the Independent Living philosophy.
- Provide CILNCP Core services to consumers as described by RSA.
- Promote community awareness on the Autism Waiver and other CILNCP's programs.
- Provide one-on-one advocacy services as needed.
- Collaborate with the Autism Service Coordinator to ensure the delivery of quality services.
- Prepare forms, narratives, and documentation including quarterly and yearly reports for Autism Waiver Services as outline by Pennsylvania's Department of Public Welfare Office of Developmental Programs Bureau of Autism Services and as requested by Administration.
- Prepare and distribute contact notes, time and mileage tracking, and other documentation to the Autism Service Coordinator within designated deadlines.
- Attend and participate in trainings, conferences, workshops, and seminars.
- Participate in outreach activities, workshops or seminars in areas of independent living, Autism and other disability-related services.

- Perform duties according to CILNCP confidentiality guidelines for protection of consumer information as required under the US-DHH HIPAA Regulations.
- Other duties as assigned.

Qualifications

High school diploma or equivalent. Must be a PA resident over the age of 17. Will have to clear a background check to be eligible for employment. Personal experience in independent living and/or assisting persons with disabilities preferred and can substitute other qualifications. Must be able to access transportation. Persons with disabilities encouraged to apply. Reasonable accommodations will be made.

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

Hourly rate: \$9.00

Travel costs will be reimbursed for mileage incurred only when transporting consumers or when required to attend training functions.

Other expenses must be cleared with the IL Director in advance.

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 a Community Inclusion 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 Community Inclusion 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