**Independent Living Specialist**

**Disabilities Resource Center of Siouxland**

**Sioux City, Iowa**

This posting is for a part time (30-34 hours per week) Independent Living Specialist, who will be responsible for assisting persons with disabilities to receive appropriate services; developing contacts within community organizations and service providers; providing services to consumers in the communities within their assigned service area; and other duties as needed. Pay range is $9 to $11 per hour depending on experience.

**Duties:**

Direct work with consumers

* Conducting intake and assessments of all consumers seeking Disabilities Resource Center of Siouxland’s services.
* Work with the consumer to provide the four core services: information & referral, peer support, independent living skills training and individual and systems advocacy.
* Follow-up with past consumers as needed to see if their needs have changed.
* Maintain a thorough understanding of the needs of persons with disabilities.

Outreach and recruitment

* Initiate speaking engagements and presentations to community organizations, schools, volunteer groups and others as necessary for recruitment purposes.
* Disseminate fliers, posters, business cards, and/or brochures as appropriate to businesses, organizations, and current, past, and prospective consumers.
* Conduct community training and in-service when appropriate.

Office and clerical work

* Compile all data and necessary reports to comply with State and Federal guidelines.
* Track and document consumer progress and success in our database system.
* Maintain and update the information resource files as a complete, organized and usable database of disability-related services and organizations.
* Cover the office as needed.

**Qualifications:**

* Bachelor’s Degree in Social Services or a Human Services or related field of study (related experience may be substituted).
* Extensive experience with computers is necessary for this position
* Ability to relate effectively with the public, fellow employees, and consumers in an appropriately professional manner.
* Ability to work with minimal supervision.
* Self - motivated with extremely good verbal, written and organizational skills.
* Knowledge of the resources and services available to people with disabilities in Northwest Iowa, and positive experience accessing these resources and services, is a major plus.
* Ability to handle stress and work under pressure.
* Must have own transportation or have transportation available.
* Personal experience with disability strongly preferred.
* Willingness to further yourself through continued education, classes, seminars, CEUs, etc. as appropriate.

**To apply please email the following to director@drcsiouxland.org.**

1. A cover letter that explains your qualifications, the strengths and experiences that make you feel qualified for this position, and your experience with people with disabilities
2. An up-to-date resume
3. The names and contact information for two professional references.

Disabilities Resource Center of Siouxland is an equal opportunity employer committed to hiring staff members reflecting the great diversity of our community. Reasonable accommodations will be made upon request. PEOPLE WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.