

JOB DESCRIPTION

Position: Transition to Adulthood (TAP) IL Skills Trainer

Reports To: Manager, Youth Services

Supervision Exercised: none

Company: Center for Living & Working, Inc., (CLW), is a 501(c) 3 non-profit agency founded in 1975 by a core group of young adults with disabilities, and located in Worcester, Massachusetts. CLW is a consumer directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills Training, Peer Support, and Information and Referral.

Program: TAP provides services to young adults between the ages of 14 and 22 with the transition from an educational setting to independent living in the community. TAP provides guidance with the Individual Educational Plan (IEP) and Individual Transition Plan (ITP) process. Utilizing the role model approach, the peer counselor and consumer build a relationship through sharing real life experiences and develop an independent living plan together.

Exempt or Non-Exempt Status: Non-exempt

Responsibilities:

- Provide information to youth with disabilities on disability-related topics and CLW's independent living philosophy.
- Provide intake and assessment services for individuals requesting TAP Independent Living (IL) services to determine, with the consumer, the services to be provided.
- Assist TAP consumers in identifying other community resources that may strengthen or enhance their choice for independence.
- Complete an Independent Living Plan (ILP) for each TAP consumer in which the consumer determines the goals on which s/he would like to work (or have consumer sign a waiver declining participation in ILP).
- Provide skills training, peer counseling, education and advocacy to consumers focusing on goals identified in the ILP.
- Recruit or engage individual consumers to attend advocacy events.
- Teach life/career skills to youth and coordinate with MRC Vocational Rehabilitation, as appropriate, to maximize employment outcomes.
- Educate parents and youth on their rights and provide consumer advocacy skills training for and during the Individualized Education Plan (IEP) meetings.

- Attend and participate in team meetings for TAP consumers as an advocate for the interests and goals of the consumer.
- Maintain up to date consumer service records, follow-up on referrals and complete all requested documentation and data entry according to departmental and agency guidelines.
- Troubleshoot for and with the consumer regarding issues with their independence, through the provision of the four core services: peer support, skills training, advocacy and information and referral. Be alert and responsive to obligations to report abuse and neglect.
- Participate in community outreach and community education activities to develop relationships with school systems in CLW's catchment area.
- Participate in the development and delivery of disability awareness programs for school aged youth.
- Participate in all Department meetings and trainings related to Independent Living and related services.
- Other duties as assigned.

Essential Functions:

- This position requires frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies, business partners/vendors and other third parties;
- This position requires the ability to conduct group presentations;
- This position requires the ability to understand the requirements of the TAP program and to be able to assess, teach, evaluate, educate, direct and refer the consumer/guardian regarding the scope of the program;
- This position requires the ability to travel within service area and beyond as needed;
- This position requires the ability to accurately enter information into database;
- This position requires the ability to use office machinery, including calculators;
- This position requires the ability to remain in a stationary/standing position for extended periods of time;
- This position requires the ability to maintain strict confidentiality for the relevant population (consumers);
- This position requires the ability to write an independent living plan;

Preferred Qualifications:

Education

- High School or equivalent (GED) required; Associate Degree preferred

Experience

- 1-3 years of direct consumer contact, preferably with individuals or youth with disabilities
- Bilingual preferred
- Excel, Microsoft Office, database management
- Working in or involved with the disability community
- Information & Referral
- Teaching Independent Living skills and providing advocacy while promoting self-empowerment

Possess the ability to:

- Work independently and as a team member
- Work effectively with individuals with diverse disabilities and cultures
- Prioritize and meet deadlines
- Problem solve
- Provide guidance and advocacy

Familiarity with:

- Independent Living issues and philosophy;
- Community resources and local service system for youth/persons with disabilities and how to arrange for services;
- MassHealth, state agencies, education and provider service system available to serve individuals with disabilities/(older persons);
- State and Federal housing regulations;
- Civil rights for individuals with disabilities;

This job description is subject to change at any time.

Individuals with disabilities strongly encouraged to apply