

JOB DESCRIPTION

Position: IL Skills Trainer

Reports To: IL Manager

Supervision exercised: None

Company: Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. 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.

Exempt or Non-Exempt Status: Non Exempt

Responsibilities:

- Provide information to persons with disabilities on disability-related topics and independent living services and make appropriate referrals to other agencies for services not provided by CLW.
- Provide intake and assessment services for individuals needing IL services to determine, with the consumer, the services to be provided.
- Assist consumer in identifying other community resources that may strengthen their choice for independence.
- Complete an Independent Living Plan (ILP) for each IL consumer in which the consumer determines the goals on which she/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.
- Maintain up to date consumer service records and follow-up on referrals.
- Submit required paperwork and data entry on a timely basis according to departmental and agency guidelines.
- Troubleshoot for and with the consumer regarding issues with their independence which could include one or more 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.
- 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 IL program and to be able to assess, teach, evaluate, educate, direct and refer the consumer/guardian regarding the scope and responsibilities 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 with disabilities.

Bilingual preferred

Excel, Microsoft Office, data base 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 persons with disabilities/(older persons) and how to arrange for services;

MassHealth, state agencies 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