**IL COORDINATOR JOB DESCRIPTION**

**JOB TITLE:** IL Coordinator

**REPORTS TO**: Executive Director

**DEPARTMENT:** Direct Services

**STATUS:** Full time, Non-Exempt (Hourly)
**WAGE/SALARY:** This position starts at $19 to $21 per hour (commensurate with experience)

**BENEFITS:**Individual Retirement account, Health Insurance including dental and vision, Paid Holidays, Paid Time Off

**Position summary:** The IL Coordinator contacts persons with disabilities, human service providers, government departments, and customers of NorthWest Colorado Center for Independence; provides options counseling, IL Skills training, support, advocacy, information & referral, and assistance with service coordination for people with disabilities to achieve goals for greater independence in the community.  Performs routine clerical and administrative work associated with consumer service records, travel expenses, training requests, etc.

**Duties and Responsibilities:**

* Performing outreach, intake, eligibility determination, and information and referral, concerning people with all types of disabilities of all ages
* Assisting people with disabilities to develop goals and Independent Living Plans.
* Providing independent living skills training and support with developing self-advocacy as related to mobility, assertiveness, household management, budgeting, rights, responsibilities, employment and social skills.
* Offering support with finding and using Assistive Technology including exploring options, training in usage, and exploring options for acquiring funding.
* Initiating and coordinating plans to eliminate barriers and assure access to the community including housing, transportation, employment, public buildings, attendant services, social/recreational activities, and public accommodations, such as parking and communication systems.
* Coordinating efforts with consumers for housing accessibility modifications.
* Identifying local, state, and national issues of importance and working with people with disabilities to initiate and realize systems change through advocacy efforts.
* Documenting accurate and timely records, analysis and data concerning individual services, group events, community activities, and systems change advocacy.
* Maintaining strict confidentiality of all information concerning consumers, staff, volunteers and board members.
* Completing monthly paperwork and any ongoing reports as needed.
* Attending staff meetings, training and conferences as deemed valuable and approved.
* Performing other related duties as assigned, required or requested.

**QUALIFICATIONS / ABILITIES:** General qualifications and abilities for this position include, but are not limited to:

* Bachelor’s Degree in a related field or four years directly related work experience.
* Ability to take initiative and work with minimal supervision.
* Excellent interpersonal skills and a demonstrated ability to relate well to a broad spectrum of people with disabilities.
* Excellent communication skills (with accommodations if and when needed).
* Knowledge of and experience with basic computer programs, i.e., Microsoft Office, databases, email and internet web browsers.
* Knowledge of and commitment to the Independent Living philosophy.
* Willingness and ability to travel for work related duties as needed (with reimbursement).
* Willing to submit to a background check.
* Personal experience with a disability preferred.
* High School Diploma / GED
* 2-5 years’ experience in Human Services

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

While performing the essential functions of this position, the employee may:

* Frequently be required to sit for long periods. Occasionally required to stand and walk.
* Speak and hear English.
* Work in a variety of settings.

**AN EQUAL OPPORTUNITY EMPLOYER -REASONABLE ACCOMMODATIONS OFFERED**

**If you are applying for a position with NWCCI, please read and acknowledge understanding of the following:**

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN NORTHWEST COLORADO CENTER FOR INDEPENDENCE (NWCCI) AND THE PERSON APPLYING FOR THIS POSITION.** NWCCI is a licensed, non-profit organization in the State of Colorado and within applicable Federal law.  **NWCCI IS AN AT-WILL COMPANY.** Nothing in this position description restricts NWCCI’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time.  This description reflects NWCCI’s assignment of essential functions and features of the job. It does not prescribe, limit or restrict the tasks that may be assigned.  Those features may change at any time due to reasonable accommodation, as the needs of NWCCI change or other reasons deemed appropriate by NWCCI leadership.

Printed Name of NWCCI Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_