

JOB OVERVIEW

JOB TITLE Independent Living Peer Specialist

DEPARTMENT Independent Living Services

LOCATION 508 Main Street Buffalo, N.Y. 14224

DIRECT SUPERVISOR Director of Independent Living Services

GENERAL JOB DESCRIPTION

This position will coordinate and provide training and support to consumers of ACCES-VR services, as well as coordinate and provide disability peer training to ACCES-VR staff and vendors. This position will be overseen by WNYIL while located at the ACCES-VR District Office.

SPECIFIC DUTIES & RESPONSIBILITIES

1. The Independent Living Peer Specialist (ILS) will work out of the NYS ACCES VR office in Buffalo NY located at 508 Main Street and will work directly with vocational rehabilitation counselors to assist people with disabilities that are seeking vocational services.
2. Ensure provision of a minimum of six group trainings, that are thirty to sixty minutes in length per year, led by experts who are either Peer Independent Living Specialists or working alongside Peer Independent Living Specialists in areas described in the training plan approved by the ACCES-VR District Office.
3. Ensure provision of at least quarterly information and training sessions to District Office staff and community partners on relevant Independent Living trends and topics.
4. Teach consumers basic self-advocacy/self-sufficiency skills.
5. Teach consumers how to request/obtain reasonable accommodations.
6. Assist consumers with obtaining Medicaid buy in for working people with disabilities.
7. Assist consumers with learning healthcare self-management.
8. Assist consumers with creating a plan for achieving self-support (PASS)
9. Teach consumers how to coordinate transportation services and support.
10. Teach consumers to understand their rights and responsibilities in employment as a person with a disability.
11. Informs consumers about various programs/services that are available to them and assists them with obtaining benefits such as vocational rehabilitation services, social services, Social Security, Medicaid, Medicare, HEAP, TANF, and other benefit programs.
12. Provide Pre-Employment Transition Services (Pre-ETS) to transition-aged youth and young adults entering the workforce.
13. Provide independent living (IL) core service specifically Peer Counseling, Advocacy, Independent Living Skills Training, Transition support and Information and Referral Services
14. Documents services requested and received by consumers.
15. Provides education and support to family members of consumers with disabilities.
16. Intervenes at the request of the consumer, in crisis situations between consumer and service programs.
17. Identify consumer housing options to enable the consumer to compare a variety of living arrangements.

18. Attend the Agency's in-service training and staff meetings as well as any other Agency-related activities as instructed.
19. Participate in outreach events, coordinate, and schedule face-to-face/electronic/phone visits with consumers based on consumer preference.
20. Assure accurate and timely documentation of consumer services and required paperwork in Western New York Independent Living, Inc's (WNYIL's) Electronic Consumer Record (ECR) database and assure that these tasks are completed within two (2) working days of the date of service.
21. Return calls within 24 hours and emails within 48 hours.
22. Participate in maintaining a neat, clean, and safe work environment.
23. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate Degree in Human Services or related field

OR

Bachelor's degree in human services or related field

- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

- Must have personal experience with disabilities.
- Must have experience related to disability services; specific experience providing above services is highly preferred.
- Must have working knowledge of people with disabilities and state and federal laws pertaining to the rights of people with disabilities.

SKILLS & ABILITIES

- Must be able to independently travel throughout the western region of Acces-VR (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming)
- Must have an intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing, and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for people with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT

Office/Community

PHYSICAL DEMANDS OF THE JOB

Sitting for extended periods of time.
Occasional lifting of not more than fifteen pounds.

HOURS / SHIFTS

37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm
Overtime, evening, and weekend work are rarely required.

CLASSIFICATION

Full-time, salary, non-exempt, Professional staff.
Range: \$42,000 \$47,000

BENEFITS

Agency provided group health insurance.
Vision, dental, life, supplemental insurances available.
PTO and paid holiday package.
403(b) retirement with Agency match.
Employee Assistance Program

OTHER

Western New York Independent Living, Inc. values employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.
Western New York Independent Living, Inc. is an Equal Opportunity Employer.
Reasonable accommodation will be made for people with disabilities.
Western New York Independent Living, Inc., is a scent-free Agency.

POSTING INFORMATION

Closing Date: December 4, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org