

## **JOB OVERVIEW**

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|--------------------------|-----------------------------------------|
| <b>JOB TITLE</b>         | Independent Living Specialist           |
| <b>DEPARTMENT</b>        | Independent Living Center (ILC)         |
| <b>LOCATION</b>          | Buffalo, N.Y.                           |
| <b>DIRECT SUPERVISOR</b> | Director of Independent Living Services |

## **GENERAL JOB DESCRIPTION**

This position will coordinate independent living skills, evaluations, and training for persons with disabilities. To assist in the personal adjustment of an individual's disability and maximize community participation.

## **SPECIFIC DUTIES & RESPONSIBILITIES**

1. Coordinate and conduct independent living evaluations for people with disabilities.
2. Inform individuals about various programs that are available to them and assist them in securing and/or maintaining benefits, such as vocational rehabilitation, social services, Medicare, etc.
3. Document which services were requested and received by individual consumers.
4. Provide Independent Living (IL) Core services: Peer counseling, Advocacy, Independent Living Skills Training, Transition supports, and information and referral.
5. Coordinate and/or perform independent living skills, counseling and training. Assist participants in developing Independent Living skills (i.e. mobility & orientation, cooking, cleaning, daily household chores, shopping, etc.)
6. Assist consumers in the development of an Independent Living Plan (ILP). Document the development and achievement of IL goals selected by individuals.
7. Provide education and support to family members of individuals with disabilities.
8. Provide assistance in obtaining specialized devices and equipment such as wheelchairs and lifts, assistive technology, and equipment.
9. Intervene, at the request of the consumer, in crisis situations between consumer and service programs.
10. Coordinate and conduct home and building architectural barrier consultation utilizing federal and state guidelines on disabilities.
11. Identify consumer housing options to enable the consumer to compare a variety of living arrangements and provide other necessary assistance to aid individuals in securing suitable living arrangements.
12. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
13. Participate in outreach events, coordinate and schedule face-to-face/electronic/phone visits with consumers based on consumer preference.
14. 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 this task is completed within two (2) working days of the date of service.

15. Manage/maintain loan closet documentation of consumer calls and coordinate services with other departments.
16. Return calls within 24 hours and emails within 48 hours.
17. Participate in maintaining a neat, clean, and safe work environment.
18. 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 experience related to disability services.
- Must have working knowledge of persons with disabilities and state and federal laws pertaining to the rights of persons with disabilities.

### SKILLS & ABILITIES

- Must have reliable transportation to work independently throughout Erie County.
- 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 persons with disabilities.

### WORKING CONDITIONS

|                                    |                                                                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WORK ENVIRONMENT</b>            | Office/Community                                                                                                                                                                                                                  |
| <b>PHYSICAL DEMANDS OF THE JOB</b> | Sitting for extended periods of time.<br>Occasional lifting of not more than 15 pounds.                                                                                                                                           |
| <b>HOURS / SHIFTS</b>              | 37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm.<br>Overtime is rarely required.                                                                                                                                                |
| <b>CLASSIFICATION</b>              | Full-time, salary, non-exempt, Professional staff.<br>Range: \$40,000 - \$43,000                                                                                                                                                  |
| <b>BENEFITS</b>                    | Agency provided group health insurance.<br>Vision, dental, life, supplemental insurances available.<br>PTO and paid holiday package.<br>403(b) retirement with Agency match.<br>Employee Assistance Program                       |
| <b>OTHER</b>                       | Western New York Independent Living, Inc. values employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.<br>Western New York Independent Living, Inc. is an Equal Opportunity Employer. |

Reasonable accommodations will be made for people with disabilities.  
Western New York Independent Living, Inc. is a scent-free Agency.

## POSTING INFORMATION

Closing Date: December 3<sup>rd</sup>, 2025

Cover Letter and Resume Required to:

Human Resources Department  
WNY Independent Living, Inc.  
3108 Main St.  
Buffalo, N.Y. 14214  
[employment@wnyil.org](mailto:employment@wnyil.org)