JOB OVERVIEW	
JOB TITLE	Independent Living Specialist CORE
DEPARTMENT	Independent Living of Niagara County
LOCATION	Niagara Falls, NY.
DIRECT SUPERVISOR	Independent Living Services Coordinator

GENERAL JOB DESCRIPTION

Assist individuals with behavioral health issues to eliminate functional deficits and interpersonal/environmental barriers, to improve integration in their family, community, or culture. Deliver face-to-face person-centered, recovery-oriented, and solution-focused interventions that assist individuals to identify their goals and improve quality of life.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Support the development of social and interpersonal skills needed to sustain independent community living with a focus on employment or educational goals.
2. Provide Pre-Vocational Services, Psychosocial Rehabilitation (PSR), Family Support and Training (FST) and Empowerment Services – Peer Support to eligible adult Medicaid beneficiaries.
3. Enhance social skills such as engagement, conversation and listening skills and build on support networks.
4. Increase community awareness through identification and pursuit of interests, resources, and natural support.
5. Assist individuals with behavioral health issues and complete a Quality-of-Life Self-Assessment.
6. Educate and assist individuals with developing Psychiatric Advance Directives (PADs) when necessary.
7. Assist in developing or building independent living skills to support individuals to live in the community in a healthy manner.
8. Provide advocacy when dealing with medical, mental health, personnel, housing, independent living skills, benefits advisement, peer support, information and referral and mobility training.
9. Provide peer counseling to recipients of behavioral health services.
10. Facilitate weekly peer support for self-help groups regarding quality-of-life concerns.
11. Accurately document consumer services and required paperwork to Western New York Independent Living, Inc.'s (WNYIL's) Electronic Consumer Record (ECR) within two (2) working days of the date of service.
12. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as instructed.
13. Participate in maintaining a neat, clean, and safe work environment.
14. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

- Candidate must be a certified NYS Certified Peer Specialist/Provisional, within one (1) year of being hired.
- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

High school diploma or equivalency
OR
Associate Degree in social work, rehabilitation counseling, psychology or related human services field.
OR
Bachelor's Degree in social work, rehabilitation counseling, psychology or related human services field.

KNOWLEDGE & EXPERIENCE (if required)

- High school diploma or equivalency requires four (4) years' related work or volunteer experience with people with mental illness.
- Associate degree requires two (2) years' related work or volunteer experience with people with mental illness.
- Bachelor's degree requires one (1) year of work or volunteer experience with people with mental illness.

SKILLS & ABILITIES

- Must be able to type thirty-five (35) words per minute.
- Must be willing to travel and meet eligible candidates in the community.
- Must have intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Applicant must be a current or former consumer of mental health services.
- 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 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, Professional staff. Salary: $38,000 to $42,000
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 accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency.

POSTING INFORMATION

Closing Date: November 17th, 2026

Cover Letter and Resume Required to:

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