

Northwestern Illinois Center for Independent Living
Job Description – Program Coordinator for Independent Living Program

This is a non-exempt and at-will employment position.

Position Parameters:

This position is supervised by the Executive Director. Approved travel expenses are reimbursed and benefits are provided according to NICIL's current Personnel Policy manual.

General Statement of Duties:

The Program Coordinator for the Independent Living Program is part of the Direct Service Team and is responsible for intake, assessment, referral, coordination and delivery of services for NICIL consumers. The Coordinators acts as a resource and an educator as needed by consumers throughout the delivery process. This position is also responsible for community education regarding individuals with disabilities, as it relates to these individuals' full participation in the community. This position will provide outreach, educate and choices to consumers in the Independent Living Program (ILP). A sincere effort to see the Independent Living Program grow must be demonstrated through outreach and marketing in NICIL's five-county service area.

Department: ILP Coordinator duties are under the Programs Department.

Position Overall Responsibilities:

Direct Services and Duties

- Maintain an active consumer caseload to meet annual requirements
- Complete all required paperwork related to intake, assessment, referral and the progression of goals of each consumer
- Provide independent living skills training both individually and in group settings
- Provide information and referral sources/service and document the same
- Facilitate, as applicable, a support group for ILP consumers
- Provide individual and systemic advocacy services on independent living issues, including, but not limited to: housing, benefits, employment, inclusion and funding sources
- Provide peer support as needed or as directed
- Complete goals and objectives as directed
- Complete assigned duties in a timely manner
- Attend and actively participate in consumer file review meetings
- Attend and participate in weekly team and staff meetings, as assigned
- Provide all services to consumers as designed by the ILP program, which may include but is not limited to:
 - Provide individualized education plans (IEP), school inclusion and transitional assistance to families in NICIL's five (5) county service area
 - Development of an IL Plan
 - Assisting consumers with achieving goals

- Coaching and mentoring
- Resource development

Outreach

- Perform outreach and promotional efforts within the five (5) county service area to reach potential consumers, the general public and potential referral sources
- Attend Expos, Health Fairs, monthly County Network meetings and other pertinent meetings in the community
- Participate in fundraising efforts, as directed

Reporting and Documentation

- Correct accurate and on time data entry of all information necessary to complete the Quarterly Report and Annual Report. All assigned goals must be completed satisfactorily within the assigned time frame
- Accurately enter consumer case notes into all appropriate web databases within three (3) business days after an appointment
- File all documents in appropriate locations within three (3) business days after performing those duties
- Enter in all appointments, activities, travel, meetings, and events into Outlook calendar and maintain its accuracy
- Complete weekly Personnel Activity, Monthly and Quarterly Certification Reports
- Complete and submit quarterly reports by the 8th of the month following the end of the reporting period

Other duties as assigned to fulfill the mission of NICIL

Travel

- Travel is a regular requirement for this position which may include within the NICIL five (5) county service area or outside our service area
- Occasional overnight travel is involved for training or meetings
- Travel reimbursement at approved rate is per our Personnel Policies

Specific Duties:

Daily

- Keep work area neat and tidy
- Enter into database all contacts and case notes
- Answer messages (voice and electronic) within 24 hours
- Maintain calendar daily
- Secure all customer files when not in use at all times
- Prepare for all upcoming meetings
- Process new cases as they are assigned

As needed

- Outreach to organizations on NICIL missions, services, cooperative efforts
- Work with and support customers and their families with IEP
- Advocacy action with customers for their needs
- Work with customers on obtaining Social Security or with issues as they arise
- Assisting with applications of Medicaid, LINK, and other state benefit programs
- Communicate with other agencies via phone or e-mail as necessary
- Develop and implement Independent Living Skills Training
- Develop Transitional Plans with customers and/or community organizations
- Attend Transitional Planning Committees
- Attend and participate in community outreach group
- Special projects/agency projects
- Perform Accessibility Assessments
- Cleaning rotation of NICIL facilities
- Conduct trainings and workshops as directed

Weekly

- Meet with supervisor on any upcoming events
- Prepare for upcoming events
- Weekly PARS every Monday by 8:30am to Executive Director
- Keep track of weekly travel expenses to keep within travel allowance
- Ensure that all ILP team members have completed all case notes per policy

Monthly

- Coordinate Peer Group with their activities
- Attend monthly (or as needed) department meetings
- Keep contact lists updated as necessary
- Complete and submit monthly reporting
- Ensure that all ILP members complete and submit monthly reporting
- Complete and submit monthly travel reimbursement form
- Print off calendar and file
- Ensure all ILP members have completed all case notes by last business day

Quarterly

- Report quarter goals and objectives
- Participate in File Review audits on peer files
- Complete quarterly time and effort certification sheet
- Assist Receptionist with quarterly newsletter

Annually

- Help with annual fundraising activities
- Participate in annual performance appraisal process
- Any other community event as deemed necessary for NICIL representation

New projects

- Assigned annually based on Strategic Plan needs

Schedule of Activities = 80/20 total of 40 hours per week

Consumer focus and activities	70%	(Approximately 28 hours)
Reports/Recordkeeping	10%	(Approximately 4 hours)
Center Goals	20%	(Approximately 8 hours)

Times and percentages are approximate; it will vary based on consumer and Center needs.

Minimum Qualifications:

- Associates degree or higher
- Ability to effectively advocate on behalf of individuals with disabilities, as it relates to state and federal laws/regulations and individual legal rights
- Ability to communicate both to large groups and in one-on-one situations
- Effective organizational skills
- Ability to work as a team member
- Self-motivated and have creative problem-solving skills
- Ability to multi-task, while maintaining organization and meeting deadlines
- Professional manner in dress and decorum, when interacting with co-workers, consumers and the general public
- Reliable transportation and a willingness to work evenings, weekends and over-night as required

Special Consideration given to candidates with:

- Three (3) years of experience in a non-profit organization or direct service program, where working with individuals with disabilities was the main emphasis
- In-depth knowledge of disability rights and issues
- Personal experience with a disability and/or working with persons with disabilities
- A belief and a commitment to the Independent Living Philosophy and a vision of seeing this philosophy implemented for individuals with disabilities

Other Requirements:

- Valid Illinois driver's license
- Reliable transportation available daily
- Current automobile insurance with minimum of \$100,000 per person, \$300,000 all persons and \$50,000 property damage policy
- Successful completion of a background check
- Presentation or teaching demo during the interview

Operational Responsibility:

- Lift up to 50 pounds unassisted
- Possess experience in public speaking
- Must be able to operate computers

- Must have a valid Driver License or State of Illinois ID
- Must be willing to work weekends, evenings and holidays
- Must be able to travel
- Must be able to stand/walk/sit, stoop, kneel, crouch for over 2/3 of working hours
- Must communicate effectively and provide high level of customer service
- Must be able to work independently and with a team
- Must have constant reliable transportation available at all times
- Must be able to work overtime as assigned
- Lesson/Daily Planning for Classroom
- Repetitive motions required: arms, hands and fingers
- Must become a mandated reporter under Abused and Neglected Child Reporting Act
- Perform duties assigned for other programs and service delivery by NICIL
- Perform housekeeping as assigned
- Will be cross trained in all programs and be able to cover all NICIL programs and services as assigned

Position requirements may change as legislation or regulation impact NICIL's contract.

Benefits:

Employee benefits are available to all permanent NICIL team members. Benefits differ for full- and part-time staff; a specific list of benefits is available to invited candidates during the hiring process.

Position ranges from \$13.00 to \$16.00 per hour based on experience and qualifications.

NICIL is an EQUAL OPPORTUNITY EMPLOYER that recruits and hires qualified candidates without regard to race, religion, sex, sex orientation, age, national origin, ancestry, citizenship, disability or veteran status.

Updated: 11-2014

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