

disAbility Solutions for Independent Living Job Description

POSITION (Full-Time): Deaf and Hard of Hearing Case Manager

REPORT TO: Program Supervisor

Rate of Pay:

Schedule: M-F 8 hour shift (In person and remote)

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Travel Reimbursement
- Paid holidays
- Flexible Spending Account

Purpose/Descriptions: Assisting consumers with disabilities specifically Deaf and Hard of Hearing; to lead productive and independent lives within the community. Promote the philosophy of the organization and coordinating programs including the five core independent living services.

The Deaf and Heard of Hearing Case Manager is accountable for the provision of a wide variety of group and individualized advocacy services for DSIL consumers. The Case Manager supports consumer goals through direct advocacy services including those on and offsite. The Case Manager also works with the Program Director to systematically educate the public and community organizations about ADA and other anti-discrimination laws.

Essential Functions of the Job

- Provide information and referral to consumers with disabilities and the general public.
- Assist consumers with Independent Living goal development, goal progress and accomplishments.
- Provides direct case management and advocacy services to consumers in a variety of settings including but not limited to Social Security, HUD, Transportation, and attends clients appointments as needed.
- Educate and advocate with consumers about their rights under the disability laws including but not limited to, the Americans with Disabilities Act, IDEA, and education, employment, housing, transportation, and communication.

- Document goals, steps, and achievements in CIL Suite in a timely manner based on regulations.
- Works with Program Supervisor to develop workshops and training to educate the public on Deaf rights, ADA, communication access and other anti-discrimination laws and presents as requested.
- Conduct Independent Living skills training on an individual or group basis on topics including, but not limited to budget planning, adjustment to disability, advocating for one's own rights etc.
- Provide peer counseling for consumers with disabilities.
- Recruit, train, and mentor volunteer peer counselors.
- Participate in staff meetings, team meetings, training opportunities and other activities as required to enhance the services to the customers.
- Compile monthly reports for DSIL and specific grant requirements.
- Maintain a positive and professional attitude while interacting with consumers, staff, board members, volunteers, and the general public.
- Comply with all DSIL policies, practices and procedures as outlined in the Administrative and Personnel Manual.
- Inform consumers about the Client Assistance Program (CAP).
- Create and maintain consumer files as required by state and federal regulations
- Travel as required
- Assist in program development
- Other duties as assigned.

Non-Essential Functions of the Job:

- Develop and distribute printed materials to assist in providing information to agencies, businesses, community sources, and consumers receiving services.
- Schedule consumer appointments and community committee meetings.
- Assist the organization with short and long term goal planning.

Board Responsibilities:

- Assist Executive Director in staffing the Board of Directors meetings.
- Other duties as assigned.

Qualifications:

- Four-year Bachelor's Degree or equivalent work/life experience.
- Fluent in American Sign Language (ASL)
- Two years work experience may be substituted for each year of education or have a disability as defined by ADA.
- Two years' experience working with people with disabilities.
- Minimum of one year's experience of peer counseling.

Skills and Knowledge:

- Demonstrated ability to communicate effectively with staff and the public utilizing the Independent Living Philosophy and Disability Sensitivity & Awareness knowledge and/or experience relative to independent living and disability culture.
- Minimum of two years' experience providing case management, advocacy, client services or similar preferably in a social service setting with deaf and hard of hearing population.
- Good understanding of the independent living philosophy.
- Excellent organizational skills.
- Knowledge and/or experience relative to office practices and procedures, basic computer skills and general office equipment.
- Knowledge of community resources in Volusia and Flagler Counties, state resources and federal resources for people with disabilities.
- Reliable means of transportation and willingness to travel.

Send resume to: info@dsil.org

disAbility Solutions for Independent Living, Inc. is an equal opportunity employer. People with disabilities are encouraged to apply.