

<b>Job Title</b>	Independent Living Core Coordinator – Full-Time
<b>Employer/ Agency</b>	Brazoria County Center for Independent Living, Inc. Coalition for Barrier Free Living
<b>Job Description</b>	<p>POSITION SUMMARY: Performs work in support of the mission, goals and values of the Coalition for Barrier Free Living/Brazoria County Center for Independent Living and applies critical thinking skills and sound decision making in performance of Independent Living (IL) Services to assist individuals with disabilities who with such living services as peer to peer mentorship, independent living skills training, advocacy, and community integration to transition to live in communities included but not limited to accessible, affordable housing, transportation, employment, wellness and healthcare. These services are performed using the required CIL’s Services case management system. The Coordinator provides information and referral resources to aid in structured independent living programs and classes as directed by a delivery service plan. Performs all activities assigned in grant work plan to meet objectives. Reports to and is supervised by the IL Core Services Program Manager. Must be able to travel independently throughout the Brazoria County/Gulf Coast region to meet with consumers.</p> <ul style="list-style-type: none"> <li>• Understands, subscribes to and advocates the philosophy and values of independent living, culturally relevant education, empowerment, and community integration;</li> <li>• Networks with local, state and national organizations advocating for, and providing community living options;</li> <li>• Bachelor’s Degree in social services, human services or related field of study, combined with a minimum of three years experience in a disability related position. Related experience may be substituted.</li> <li>• Preferred personal experience with disability and skills in American Sign Language.</li> <li>• Organize, prioritize and creatively problem solve to effectively meet the needs of the organization.</li> <li>• Display outstanding communications skills. Write clearly and informatively. Read, interpret and communicate written information accurately. Listen effectively, diffuse tense situations with consumers. Effectively communicate within CIL in person, by telephone and in written communication.</li> <li>• Working knowledge and experience in MS Office Suites and database software applications and data entry skills.</li> <li>• Balance team and individual responsibilities, maintain a positive team atmosphere and positively impact morale.</li> <li>• Understand the need for and proactive high level of confidentiality.</li> <li>• Ability to teach the learning style of the consumer.</li> <li>• Ability to define problems, collect and interpret complex information.</li> <li>• Working knowledge of disability issues, laws, policies and regulations.</li> <li>• Ability to relate effectively with the public and consumers in a professional manner.</li> <li>• Ability to work with minimal supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to exercise initiative, ingenuity and sound judgment in workload coordination and technical matters.</li> <li>• Meet all required agency and funding source deadlines;</li> <li>• Provide clerical support for programmatic service documentation and case management reporting, to ensure grant and audit compliance;</li> <li>• Submits weekly and monthly reports to the Manager/Director as required for grant compliance;</li> <li>• Performs other duties as assigned.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Understands and subscribes to the philosophy and values of independent living and community integration;</li> <li>• Fluent in Spanish is preferred.</li> </ul> <p>b) Ability to perform basic mathematical calculations with ten key calculator skills;</p> <p>c) Skill in the utilization of software pages of Microsoft Office to include, MS Word, Access and Excel, and other agency supported software used in a windows environment;</p> <p>d) Ability to maintain accurate files;</p> <p>e) Ability to interpret policies and procedures;</p> <p>h) Knowledge of budget planning and monitoring procedures;</p> <p>i) Ability to maintain confidentiality;</p> <p>j) Ability to crawl, stoop, lift, bend and push;</p> <p>k) Knowledge of office management and business communications to include but not limited to modems, fax, CD-ROM, e-mail, printers, access data base, and spreadsheets;</p> <p>l) Ability to travel independently and make necessary purchases;</p> <p>m) Ability to work as a team member;</p> <p>n) Ability to work under pressure;</p> <p>o) Ability to meet all required deadlines of agency and funding source.</p>

<b>Qualifications</b>	<p>EDUCATION/EXPERIENCE</p> <p>Minimum: Bachelor's degree in social services, human services or related field of study, combined with a minimum of three years of experience in a disability related position. Related experience may be substituted.</p> <p>Personal experience with disability preferred. Must have an understanding and commitment to the concepts and philosophy of independent living and self-determination of individuals with disabilities. Selected applicants are subject to, and must pass, a full background check. A positive attitude about work is a must. Must be able to independently travel within the service delivery area.</p>
<b>Salary/Hours</b>	Salary: \$2,600.00 - \$2,900.00/monthly
<b>City, State, Zip</b>	Angleton, TX
<b>Application Method</b>	<p>Apply Here:</p> <p><a href="https://www.indeed.com/viewjob?jk=b1b18c746835ed98">https://www.indeed.com/viewjob?jk=b1b18c746835ed98</a></p>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.