



*Center for People With Disabilities*

*Overcoming barriers to independent living*

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## **CENTER FOR PEOPLE WITH DISABILITIES (CPWD) JOB POST 9/28/23**

*People with disabilities of all backgrounds are strongly encouraged to apply!*

**JOB TITLE:** Independent Living Advisor (ILA)

**PRIMARY OFFICE:** Boulder

**FLSA/EMPLOYEE STATUS:** Full-Time (32 hrs./wk.; 4 days/wk.); Non-exempt

**PAY & BENEFITS:** \$24-\$27/hr. and benefits include medical, dental, vision, life and accident insurance; Employee Assistance Program (EAP); 401(k); vacation time, sick time, and plentiful paid holidays (including Christmas Eve through New Year's Day and Juneteenth!).

### **WHY WORK WITH US?**

We're extremely caring, supportive, down-to-earth, and passionate about what we do. We are continually looking for more ways to improve the employee experience, including providing a 4-day workweek! Also, we're very flexible and accommodating, and we provide generous time off for a true work/life balance. If you want to do work that makes a difference, check out our post below!

### **OUR IDEAL CANDIDATE**

Center for People With Disabilities (CPWD) is looking for an Independent Living Advisor. This is a dynamic and rewarding role where you get to work with people with different types of disabilities, different life circumstances, and different independent living needs. Who we're hoping to find is someone living with a disability who is also familiar with Independent Living Philosophy. Don't worry, we can teach you, but you need to be passionate about assisting people with disabilities at achieving independent living. This position works best with someone who has a personable way of relating to people where they are at – everyone comes with a story, an obstacle, and a need. Having the ability to listen and understand, and then assist individuals at setting goals is key. This is not a routine, fill-out-a-form, position; you must love working with people for who they are. Because the work is dynamic and person-centered, you'll also need time-management and activity tracking skills so you can keep track of consumers, goals, your time, follow-ups, and forward planning. And finally, we are looking for someone who likes to have fun with others – we want you to come up with creative ideas for peer groups, outings, and other social time that will be fun, educational and inspiring.

If this sounds like something you would like to do: assist people on an individual basis to set and achieve independent living goals and be part of a great team; if you're patient and a good listener and also a good self-manager; and you care about independent living, this position would be a great fit for you.



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**SUMMARY:** The Independent Living Advisor (ILA) works directly with people living with disabilities within our six county service region. Responsibilities include speaking with current and potential participating consumers to gather information and to create an Independent Living Plan by identifying areas of need. Based on this plan, the ILA will then help the consumer identify necessary resources through assisting in the completion of paperwork, applying for benefits, and pursuing avenues of self-advocacy. Duties may also include teaching Independent Living skills and providing peer support, in one-on-one and small group settings. The individual in this position will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide direct services and outreach to consumers and the community.
- Provide one-on-one direct services to consumers, including the core services of Independent Living skills training, advocacy, information and referral, and peer support. This may include formulating an Independent Living Plan, assistance with Fair Housing complaints, assisting with benefits applications, training in utilizing public transportation, and supporting the achievement of Independent Living goals.
- Must be able to manage a full caseload of approximately 25-35 consumers.
- Meet with assigned consumers at least once a month to ensure that their goals, and progress on meeting them, are regularly assessed.
- Assist consumers in applying for financial assistance, as needed.
- Assess consumers' stated and implied needs and goals as part of setting individual Independent Living goals.
- Facilitate peer support groups and one-on-one mentoring, as needed.
- Provide Independent Living skills training individually, and through workshops or small classes.
- Develop and maintain a deep knowledge and understanding of local community resources, such as cross-disability, government and nonprofit agencies that work with CPWD consumers.
- Engage new consumers and community partners through outreach efforts.
- Gain an understanding of Independent Living Philosophy and CPWD's mission, vision and programs to be able to uphold and communicate them to consumers and community organizations.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.
- Complete thorough, accurate and timely electronic documentation.
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Travel as needed for direct services, groups, trainings, and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff training activities.
- Perform other duties, as assigned.



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### **REQUIRED QUALIFICATIONS:**

- Associate's degree in a relevant field or relevant equivalent experience.
- Proficiency with MS Windows, MS Office, Google Suite, and other common computer programs.
- Strong organizational and customer service skills, and attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Able to positively represent CPWD and outreach to the community and public.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Working knowledge of disabilities and disability-related issues.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

### **PREFERRED QUALIFICATIONS:**

- Personal experience with a disability is strongly preferred!
- Bachelor's degree in a relevant field or relevant equivalent experience.
- Bilingual English/Spanish.
- Exposure to Independent Living philosophies, and best practices in the IL community.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Local and regional travel in various weather conditions.
- Primarily based out of Boulder CPWD office location.
- May be asked to work out of any CPWD office, as needed.

### ***CPWD is an Equal Opportunity Employer***

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

**HOW TO APPLY:** Please submit an updated résumé and customized cover letter to [jobs@cpwd.org](mailto:jobs@cpwd.org) explaining why you are a strong candidate for this position. We look forward to hearing from you!

[www.cpwd.org](http://www.cpwd.org)