

NORTHEAST INDEPENDENT LIVING PROGRAM INC.

Job Title:	<i>Youth Services Skills Specialist</i>
Reports to:	<i>Transition Employment Supervisor</i>

Job Purpose:

To provide Independent Living and transitional planning services to youth with disabilities in secondary school settings and to provide community focused services such as outreach and community advocacy. Additionally, the Youth Services Skills Specialist will outreach to area businesses and organizations to recruit internship placement sites, provide pre-employment skills training and internship training and supervision.

Duties & Responsibilities:

Essential Job Functions:

- Provide Independent Living services to youth in community schools
- Provide culturally appropriate services and support to youth and their families
- Provide Information & Referral, Intake, Advocacy, Skills Training, Peer Counseling, Transition Services and Service Coordination to program participants
- Provide Education/ Training to consumers, school personnel, families and others involved with youth about Chapters 766 and 688 mandates
- Develop, implement and review Individual Service Plan (ISP) with individual students
- Document progress notes and service provision data in computerized data management system (WILD)
- Attend IEP/ITP meetings to provide support and advocacy to/for the student and their family by providing pertinent information relating to any reasonable accommodations, training, goals, etc. to achieve successful transition from school to adult independent living
- Coordinate and facilitate group recreation, Skills Training, Peer Counseling sessions
- Provide Independent Living Services to youth through job development and skills training
- Organize and coordinate and provide annual summer programs
- Establish positive working relationship with Lowell and Lawrence area office MRC personnel to identify students within area schools
- Establish relationships with local businesses and recruit internship sites for youth

Qualifications:

- Degree in related field or equivalent work experience
- Awareness and sensitivity to issues affecting youth with disabilities as well as multi-cultural issues
- Lived experience as a person with a disability preferred
- Knowledge of state and federal legislation related to special education

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- Excellent organizational skills
- Knowledge of community resources a plus
- Must be able to work independently and as a team member
- Demonstrated ability to prioritize, meet deadlines, and provide follow-through
- Solid written and verbal communication skills; computer skills required
- Reliable transportation and ability to travel independently is essential
- Proficiency in English and Spanish strongly preferred
- Some night and weekend work required
- This position requires a great deal of travel within NILP service area

Interpersonal Communication:

- Model integrity, personal and professional ethics and maintain confidential consumer and organizational data
- Maintain a positive working relationship with consumers, co-workers, referral sources and others to achieve positive outcomes
- Maintain updated computer technology competencies i.e. Microsoft Word, Excel, Outlook, and IDMS

Teamwork and Cooperation:

- Work as an effective team member in a collaborative manner through strong individual contribution and commitment
- Demonstrate effective communication and problem solving skills, both verbally, written, and in electronic formats

Workplace Performance and Professional Development:

- Achieves positive consumer relationships within his/her control, and contributes to a positive public image of the overall organization
- Maintains a positive work setting through planning and effective use of benefit time
- Commitment to continuous improvement strategies and demonstration of the knowledge, skills and abilities related to this position
- Participates in continuing education, training, and staff development opportunities
- Provides formal and informal transfer of knowledge and peer mentoring leadership

Direct Reports:

- N/A

Hours:

- 40 hours per week
 - 20 hours: Transitional Internship Program (TIP)
 - 20 hours: Transition to Adulthood Program (TAP)

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Compensation:

- Nonexempt/hourly; mileage reimbursement available

NILP is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position.