

JOB DESCRIPTION
JOB TITLE: Independent Living Specialist

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Promotes the well-being of older youth in the Permanency Services Program, participates in staff meetings and trainings and coordinates with staff from other agencies involved in providing services.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Coordinates with the case managers to provide Independent Living services to youth served by the Permanency Program.

Assess the need for placement, safety, family strengths and needs, and placement resources for the youth.

Assesses eligibility for youth in Extended Care program to include youth in Trial Independence who request to return to paid care.

Assesses eligibility for youth in Return to Care.

Coordinates with Permanency Specialist and Care Management Department to secure appropriate placement for youth requesting to return to paid foster care.

Ensure completion of the ACLSA for all youth 14 and over and any other assessments needed to prepare youth for independent living.

Maintains sufficient case documentation including forms and narratives to provide a complete and accurate written record in assigned Preparation for Adult Living only cases for each youth receiving Preparation for Adult Living services.

Responsible for completion of the NYTD for youth in care.

Works for Permanency Specialist to ensure youth in care are receiving counseling and guidance in preparation for independent living/emancipation while they are still in care.

Ensures the accuracy, content, and completeness of youth/family case records.

Coordinates and assists in planning statewide and regional teen conferences as well as Peaks Camp.

Monitors Preparation for Adult Living contract service delivery and coordinates contract needs with contract management staff.

Utilizing best practices standards, coordinates independent living services and requirements with public and private agencies.

Participates in case planning conferences as needed.

Compiles monthly statistical data and reports and forwards to appropriate agencies.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Promotes and demonstrates appropriate respect for cultural diversity among coworkers and all work-related contracts.

Attends work regularly in accordance with agency leave policy.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

SUPERVISION:

None.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

An accredited bachelor's degree or accredited associate degree plus two (2) years of relevant work experience OR 60 accredited college credit hours plus two (2) years relevant work experience or 90 accredited college credit hours plus one (1) year of relevant work experience. Examples of relevant work experience in social, human, or protective services include paid or volunteer work within social service agencies or communities providing services to families or other at-risk populations.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Promotes the well-being of children in the Program.

Manages a caseload of independent living placement.

Employee Printed Name

Date

Employee Signature