



**St. Lawrence County:** 156 Center Street Massena, NY 13662  
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**Franklin County:** 3372 St. Rt. 11, Ste D, Malone, NY 12953  
**Ph:** (518) 483-2151 **Fx:** (518) 483-7491

**Jefferson & Lewis Counties:** 120 Washington St., Ste 430, Watertown, NY 13601  
**Ph:** (315) 764-9442 **Fx:** (315) 405-4991

### *INDEPENDENT LIVING & COMMUNITY ADVOCATE*

The Independent Living & Community Advocate acts on the behalf of the MILC in carrying out program goals and objectives of the agency including: the delivery of the six core services, needs assessments, information and referral to appropriate resources, developing consumer Independent Living Plans, housing assistance, peer advising, independent living skills training, grassroots community advocacy, and maintaining all required data and paperwork.

#### Specific Duties and Responsibilities:

1. Conducting intake and assessments of all consumers seeking Independent Living services;
2. Assist consumer with establishing and developing goals and providing the consumer with resources that can help them to achieve success.
3. Provide six core services: Information and Referral, Benefits Advisement, Housing referrals, Advocacy, Peer Advising, and Independent Living Skills training.
4. Become familiar with resources available on the local, state, and national levels to persons with disabilities.
5. Serve on community advisory boards as appropriate and working with Community leaders to increase opportunities for persons with disabilities.
6. Conduct community training and in-service presentations
7. Advocate and achieve an agreed upon amount of community changes for greater inclusion for people with disabilities in: Education, Employment, Commerce, Health Care, Social, and Citizenship settings.
8. Complete and document all necessary consumer service records, outreach activities, work logs, and data reports.
9. Maintain appropriate professional and personal boundaries/roles; respect confidentiality at all times (in public, in consultation, and at home); and ensure consumer interactions are based on respect, dignity, and privacy.
10. Must exercise incentive, ingenuity, and sound judgment in technical matters and workload coordination.
11. Other duties as assigned.

#### Qualifications:

1. Associate's Degree in human services or related with two (2) years experience in the human field. Other professional or life experience will be considered.
2. Excellent interpersonal, writing, and communication skills; the ability to adapt and be creative.
3. Strong skills in organizing work, attending to detail and maintaining confidential records
4. Ability to handle stress and work under pressure
5. Excellent customer relations and follow-up skills as well as the ability to build rapport with consumers as well as community partners
6. Be culturally and disability sensitive; able to recognize individual difference in order to manage interactions with others
7. Life experience with a disability preferred
8. Must have computer literacy and research skills

Other:

1. Travel in your own vehicle is required and reimbursed by MILC
2. 40 Hours per week at 12.99 per hour
3. 9:00AM-5:00PM M-F
4. MILC offers a generous benefit package that includes, but is not limited to, 403(b) retirement plan; health/dental/vision coverage; paid sick, holiday, vacation, personal, and bereavement time; and paid lunch and breaks.

The IL Specialist will work in MILC's Ogdensburg office.

The IL Specialist will report to the Coordinator of Independent Living Services, Deputy Director, and Executive Director.