



Job Title: Independent Living Advocate  
Department: Independent Living

Full or Part Time  
FLSA Status: Non-Exempt

Reports to: Deputy Director or Satellite Program Director  
Location: Juneau, Ketchikan, Sitka and Haines

**Summary of Position:** Provide independent living services to persons who experience a disability. Coordinate independent living services with other programs, agencies, and individuals.

**Responsibilities & Duties:**

- Provide information and referral to consumers, agencies, and others
- Carry out individual and systems advocacy
- Work with consumers to facilitate independent living plan goals and objectives
- Assist consumers in transition from institutional care to home environment
- Develop appropriate consumer community support systems
- Develop, assist, and facilitate consumer peer support groups
- Assist in the planning an implementation of recreation activities as necessary
- Provide options and or benefits counseling to consumers if certified to do so
- Develop consumer Discovery Reports
- Prepare grant proposals and reports as needed for individual consumer funds
- Provide individual and group peer counseling
- Complete reports, consumer notes, and other documentation
- Advocate for the development of community resources in SAIL's service area
- Work in cooperation with consumers experiencing disability
- Prepare statistical reports to meet funding source requirements
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

**Skills & Experience Required:**

- Embraces the Independent Living Philosophy
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Bachelors Degree in Human Services or related field
- OR – equivalent experience with issues and activities directly related to independent living philosophy



**Preferable, but not required skills and experience:**

- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values

**Core Competencies:**

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations

**Physical demands:** Ability to lift up to 50lbs – accommodations as needed.

**Work environment:** SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Southeast Alaska is located in a temperate rainforest. Rain is common all year. Snowfall in northern SE can be heavy at times. Summers are marked by up to 18 hours of daylight while winters daylight may be as little as 6 hours a day. Most work is done in an office setting.

**NOTES:** Some travel possible. SAIL is open to flexible schedules whenever possible. Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Inspiring Personal Independence*

**SOUTHEAST ALASKA INDEPENDENT LIVING**

