



Employment & Recreation Specialist

Job Location: Kichxáan (Ketchikan), AK	Department: Outdoor Recreation and Community Access (ORCA)
Schedule: 20-30 hrs/week (Temporary)	FLSA Status: Non-Exempt
Pay Range: \$27.44 - \$31.44/hour	Reports To: Ketchikan Program Director

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

Provide a wide range of recreation and employment related services to seniors and persons who experience a disability. This position leads the Pre-ETS (Pre-Employment Transition Services) program in Juneau. As a member of the ORCA team, you will collaborate with existing staff to support and expand SAIL's services in Juneau.

Responsibilities and Duties:

- Lead Employment Program
- Assist with ORCA activities (i.e., biking, hiking, kayaking, paint nights, etc.)
- Collaborate with Division of Vocational Rehabilitation (DVR) as needed to comply with and deliver secure funding as well as one-on-one employment support for people with disabilities.
- Assist with Pre employment programs
- Establish and maintain relationships with local employers to provide career exploration and Pre-ETS resources to high school and transition aged youth
- Provide information and referral to consumers, agencies and others
- Work with consumers to facilitate independent living plan goals and objectives
- Complete reports, consumer notes, and other documentation
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Comfortable writing professional & narrative style reports
- Ability to lift up to 50 lbs. Accommodations as needed.
- Active Drivers License
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team

- Certificate in Employment Services or upon hire, must complete training at earliest opportunity
- Association for Challenge Course Technology (ACCT) Level 1 Certification (can be obtained during first year of employment)
- Wilderness First Responder Certification (can be obtained during first year of employment)
- Intermediate level skier
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, other social service resources as well as state and federal benefits programs

Preferable, but not required skills and experience:

- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement
- Experience with teaching or facilitation

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and meet deadlines
- Ability to manage stress
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

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.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

Some travel may be required and flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: _____ Date: _____