

Independent Living Advocate

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| Job Location: | Prince of Wales, AK | Department: | Independent Living |
| Schedule: | 20 hours / week | FLSA Status: | Non-Exempt |
| Pay Range: | \$28.26 - \$32.38 / hour | Reports To: | POW Independent Living Coordinator |

Summary of Position:

This position provides independent living services to people experiencing disabilities, elders, and veterans, supporting consumer choice, self-determination, and full community participation. The role works directly with consumers to develop and achieve independent living goals through information and referral, individual and systems advocacy, peer counseling, and coordination of services and community support. Responsibilities include assisting individuals transitioning from institutional settings to home environments, enrolling and supporting veterans in the VOICE program, coordinating visits and activities, preparing mini-grant requests for individual consumer needs, and completing required documentation and reports. The position collaborates with community partners and advocates for accessible resources within SAIL's service area while contributing to fundraising efforts and team initiatives. This role requires flexibility, strong communication skills, the ability to manage multiple priorities, and a commitment to the Independent Living philosophy, social justice, and equity in a positive, team-oriented work environment.

Responsibilities and 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
- Enroll Veterans in the Veterans Options for Independence Choice and Empowerment (VOICE) Program
- Coordinate visits with veterans utilizing the VOICE program
- Assist in the planning and implementation of activities as necessary
- Prepare mini-grant proposals 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 disabilities and elders
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

Skills and Experience Preferred:

- 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
- Intimate knowledge of Native Alaskan Cultures and traditional value
- Personal experience with a disability and/or the independent living movement
- Alaska State Drivers License and willingness to drive a SAIL vehicle

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: _____