

# Traumatic and Acquired Brain Injury (TABI) Program Coordinator

**Job Location:** Dzánti K'ihéeni (Juneau), AK

**FLSA Status:** Non-Exempt

**Schedule** Full Time - 37.5 hours/week  
Monday - Friday

**Reports To:** Juneau Program Director

**Pay Range:** \$30.90 - \$35.86 / hour

## Summary of Position:

Provide independent living support and coordinate the Traumatic and Acquired Brain Injury (TABI) Program to Southeast Alaskan's experiencing traumatic and acquired brain injuries. Services include resource facilitation, information and referral, peer support, tracking and writing of supplemental services (mini-grants), outreach and community awareness.

## Responsibilities and Duties:

### Resource Facilitation and Outreach

- Conduct SAIL intake process and assessments to determine consumer eligibility, needs, community supports, and independent living goals
- Coordinate and manage alongside the consumer the goals developed in the independent living plans to include referrals and assistance accessing a wide range of services and supports, including medical, housing, transportation, benefits, employment, social services, etc.
- Coordinate and collaborate with other agencies, local government officials, providers, individuals living with TABI, and other stakeholders to educate about the TABI program and provide appropriate resources and referrals throughout Southeast Alaska.
- Coordinate and provide region-wide outreach regarding TABI services and brain injury prevention and awareness
- Assist consumers in applying for TABI supplemental services (mini-grants)
- Maintain monthly consumer contact in addition to quarterly in-person meetings with all active consumers
- Provide systems and individual advocacy as needed to improve access to services
- Actively contribute and collaborate as a member of SAIL's Independent Living team supporting individuals who experience disability in our communities.

### Peer Support

- Coordinate Peer Support offerings for SAIL TABI consumers, ranging from group peer meetings to 1:1 support
- Design, implement, and facilitate peer support initiatives that promote participant connection, growth, and sustained engagement.
- Engage consumers who experience brain injuries in Southeast communities and create an inclusive, safe, and supportive environment.

### **Administrative Program Coordination**

- Document and record services, including maintaining digital records
- Manage tracking system for TABI Mini-Grants, following up on any outstanding mini-grant applications and communicating with SAIL staff on the status of the mini-grant applications.
- Serve as the SAIL point of contact for submitting TABI Mini-Grants to the state ensuring that each application is complete with all necessary supporting documentation prior to submission.
- Prepare and submit TABI program quarterly grant reports and reapplications on time, ensuring completeness and compliance.
- Provide training and resources relevant to the TABI program for other agency staff

### **Skills and 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
- Experience writing grant proposals or other forms of professional written communication
- Knowledge of disability rights and social service, state and federal resources commonly accessed by seniors and people with disabilities
- 2-3 years of relevant experience serving individuals experiencing cognitive or behavioral disabilities
- The Alaska Training Cooperative's Basic Concepts of Care Coordination (or complete after hire)
- Certification through the Brain Injury Association of America, or comparable organization, as a Brain Injury Specialist (or complete certification within one year of hire).

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

- Bachelor's Degree in Human Services or related field
- 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
- Ability to travel to other communities in Southeast, AK

### **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: \_\_\_\_\_