



Developmental Disability Resource Connection (DDRC) Specialist

| | |
|---|---|
| Job Location: Kichxáan, AK (Ketchikan) | Department: DDRC |
| Schedule: Three Quarter to Full Time 30 - 37.5 hrs/week | FLSA Status: Non-Exempt |
| Pay Range: \$28.26 - \$32.38 per hour | Reports To: Ketchikan Program Director |

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

Summary of Position:

Work with individuals experiencing intellectual and/or developmental disabilities to access support and services through the Developmental Disability Resource Connection (DDRC) program, as well as provide independent living services to seniors and persons who experience a wide-range of disabilities. This position will serve individuals and families across Southeast, AK.

Responsibilities and Duties:

- Provide information & referral individually or in group settings to people who have disabilities, family members, other agencies, etc.
- Utilize the Person Centered Intake process to screen and assess individuals to determine eligibility for all state of AK Medicaid Waivers and other programs (i.e. Mini Grant eligibility).
- Participate in Disabilities Services DDRC Meeting and Statewide Trainings.
- Provide one-on-one options counseling for other long term services and supports.
- Provide one-on-one short term service coordination as needed to ensure successful linkage to needed services, including transition from institutional care to home environment.
- Provide follow-up with individual and/or family members to ensure needed services are in place or to provide additional options counseling as necessary.
- Enter data accurately and promptly into multiple data bases
- Promote & publicize the DDRC programs of SAIL through outreach (in Ketchikan and throughout Southeast Alaska)
- Actively advocate for services and supports for children, seniors and people with disabilities across Southeast Alaska.
- Participate in Community Meetings representing SAIL.
- Assist individuals in accessing Mini Grants and other financial resources when available.
- Carry out other duties as assigned
- Collaborate with other local service providers/schools/clinics to support wraparound services for SAIL consumers

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, 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 and openness to learn
- Personal experience with a disability and/or the independent living movement

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: _____