Inspiring Personal Independence
SOUTHEAST ALASKA INDEPENDENT LIVING

Recreation & Employment Specialist

Job Location:	Sitka, AK	**FLSA Status:**	Non-Exempt
Schedule:	Full Time, 37.5 hours/week	**Reports To:**	Sitka Program Director
Pay Range:	$27.44 - $31.44/hour		

Summary of Position:

Provide a wide range of employment and recreation-related services to seniors and persons who experience a disability. This position leads Sitka's Recreation and Employment program. The programming consists of one on one-1 employment work, Employment and Life Skills classes in Sitka high schools, transition camps, the summer work program, team building activities, recreation activities, and job search/placement. As a member of the Recreation and Employment team at SAIL, you will collaborate with existing staff to support and expand SAIL's services in Sitka.

Responsibilities and Duties:

- Collaborate with the Division of Vocational Rehabilitation (DVR) to provide one-on-one employment support and group activities for people with disabilities.
- Lead the Pre-Employment Transitions Services program for high school and youth
- Coordinate the summer work program in collaboration with partner agencies
- Facilitate and coordinate transition camps for youth aged 14+ with disabilities
- Establish and maintain relationships with local employers and community partners to provide career exploration to youth and adults with disabilities.
- Provide job search and job placement assistance, job readiness training, and on-the-job support and evaluations
- Help individuals who are interested in self-employment;
- Assist with recreation activities (i.e., biking, hiking, kayaking, crafting, etc.)
- Provide information and referrals to consumers, agencies, and others
- Work with consumers to facilitate independent living plan goals and objectives
- Complete reports, consumer notes, and other documentation;
- Provide public and community outreach presentations;
- Research and recommend assistive technology that could be beneficial to employment;
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Strong interpersonal skills
- Comfortable writing professional and narrative style reports
- Serves as a role model for consumers of independent living

- Certificate in Employment Services (can be obtained during the first year of employment)
- Wilderness First Responder Certification (can be obtained during the first year of employment)
- American Canoe Association Level Two or equivalent (can be obtained during the first year of employment)
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, and other social service resources
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Active Drivers License

Preferable, but not required skills and experience:

- Personal experience with a disability and/or the independent living movement
- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- 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 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. Southeast Alaska Independent Living (SAIL) is committed to developing and maintaining a diverse and inclusive workforce. **Applicants with disabilities are strongly encouraged to apply.** SAIL is an at-will employer.

Employee Signature: _____Date:_____