

**THE WILL CENTER, INC.**

**JOB DESCRIPTION  
FOR  
INDEPENDENT LIVING PROGRAM COORDINATOR/TRANSITION  
COORDINATOR**

**Embrace and practice the independent living philosophy and the five core services**

Reports to: Assistant Director  
Hours of work: Exempt, Full-Time – hours will vary as required by workflow, may include weekends.

**Independent Living/Transition Coordinator – General Responsibilities**

We are adding dynamic people to our growing Independent Living Program and are seeking an individual who possesses the unique desire to ensure equal rights, access, and opportunity for people with disabilities.

As an Independent Living Coordinator, advocacy specialist, you will guide each participant in the identification of their independent living goals and provide resources, training, coaching, and other support to ensure that participants meet their stated goals. Specifically, you will assist participants in understanding their advocacy options with Individual Educational Plans (IEPs), access and appeals of public programs including Social Security, and educational/informative workshops, classes, or activities.

The WILL Center is the people who work here and the foundation of our ability to forward our mission and reach for our vision. We frame our values around our team and the individuals who access our unique services. As a Center for Independent Living (CIL), we are dedicated to the Independent Living Philosophy and are seeking team members who are passionate about working alongside people with disabilities to achieve their goals. This position does provide support to all our 6-county catchment area and travel is required.

**Job Functions:**

- Interweave the Independent Living philosophy throughout all job functions.
- Guide participants in a needs discovery process, resulting in the self-identification of goals.
- Assist participants in the development of individual goal plans and deliver IL services that align with individual goals.
- Provide in-depth and knowledgeable assistance, overcoming complexity and resolving barriers.
- Maintain proficiency in specialty area(s) of job.
- Timely and accurate complete all required documentation.

- Complete required training and professional development opportunities.
- Maintain and build positive working relationships with community providers and referral sources.
- Professionally represent the organization.
- Communicate with management and collaborate with fellow IL team members to ensure excellent service for participants.
- Willingness to travel and work occasional nights and weekends.
- Adhere to policies, regulations, and confidentiality requirements.
- Regular attendance and other duties as assigned.
- Job Type: Full-time

Job Requirements:

- Bachelor's degree
- Pass Background Check
- Clean Driver's License
- Drug Free workplace
- 2 years of care or case management preferred.

**No phone calls. Please email resumes to [Dee@thewillcenter.org](mailto:Dee@thewillcenter.org)**