



**NORTON SOUND  
HEALTH CORPORATION**

**POSITION DESCRIPTION**

**EMPLOYEE NAME:**

**POSITION TITLE:** Independent Living Specialist  
**GRADE:** 2 (new)  
**RELOCATION LEVEL:** None  
**EXEMPT:** No  
**TRAVEL REQUIRED:** No

**PREPARED BY:** Human Resources  
**APPROVED BY:** Personnel Comm.

**DATE:** 12/98  
**DATE:** 1/08

**DEPARTMENT:** Rainbow Services  
**DIVISION:** Community Health Services

**REPORTS TO:** DD Manager

**SUPERVISES:** No Supervisory Responsibility

**PURPOSE OF POSITION:** To provide assistance to DD consumers to enable them to obtain or maintain an independent living situation that allows them the least restrictive environment. Helps consumers remain in the Region and in their own homes. Promotes learning about social skills, boundaries, living skills, boundaries, living skills and hygiene. Develops and promotes community awareness programs. Assists coordinator in program improvement and implementing new programs. Under direction of the DD Manager will be responsible for case management of assigned consumers.

**MAJOR RESPONSIBILITIES:**

- I. Core Competencies:
  - I. A. Professionalism:
    - Represents NSHC in a professional manner while performing job duties for managers, employees, former employees, visitors, agencies and other staff members as evidence by appropriate language, dress and conduct.
    - Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
    - Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
    - Adheres to all NSHC personnel and safety policies.
    - Upholds NSHC's vision, mission and corporate values.
  - B. Problem Solving/Critical Thinking:
    - C. Identifies work-related problems with possible solutions and implements solution(s), when appropriate.
    - D. Maintains a constant awareness of the legal aspects of position and demonstrates this in decisions related to job performance issues.
  - C. Procedures, Processes and Skills:
    - Maintains an in-depth knowledge of principles, practices, standards and techniques and demonstrates knowledge in accordance with NSHC policies and procedures within pertinent laws and regulations in the following areas:
      1. Provides outreach services as a primary worker with clients, parents and families.
      2. Becomes completely familiar with client's Individualized Service Plan (ISP) and implements plan.
      3. Participates in treatment team meetings when necessary.
      4. Assist in planing and implementation of recreational, educational, and vocational activities.
      5. Motivates and encourages clients to complete required milieu treatment activities.
      6. Develops positive empathic relationship with client and acts as a personal positive reinforcer and role model.
      7. Provides crisis intervention as needed.
      8. Maintains daily reporting through case notes and Medicaid documentation.
      9. Coordinates with community professionals as required, including NSHC personnel, social services, probation officers, etc.
      10. Maintains required paperwork.

NOT  
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DID NOT MEET  
STANDARD

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<p><b>MAJOR RESPONSIBILITIES:</b></p> <p>D. Safety:</p> <ul style="list-style-type: none"> <li>Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans.</li> <li>Maintains confidentiality of information deemed confidential.</li> </ul> <p>E. People Centered:</p> <ul style="list-style-type: none"> <li>Establishes a presence by using People Centered Teams skills of differentiation, compassionate listening, and knowledge of the change/transition process in situation involving emotions, life/death transition, and/or conflict.</li> <li>Maintains harmonious and cooperative relations with fellow employees, management, patients and guests.</li> <li>Promotes healing by maintaining a peaceful, orderly and clean environment.</li> <li>Acts as a role model in maintaining a professional atmosphere.</li> </ul> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings and court hearings when needed, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Developmentally Disabled</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> <li>Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management.</li> </ul> <p>1. Provides care to the following age groups:  <input type="checkbox"/> Embryo <input type="checkbox"/> birth <input type="checkbox"/> infant (0-2yrs) <input type="checkbox"/> child <input type="checkbox"/> pre-adolescent  <input type="checkbox"/> Adolescent <input type="checkbox"/> adult <input type="checkbox"/> geriatric <input type="checkbox"/> maternal/neonate</p> <p>B. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> <li>No supervisory responsibilities.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <p>Education: A high school diploma or equivalent.</p> <p>Registration/Certification: BLS, CPR, first aid certification and drivers license is required.</p> <p>Experience: One year's experience in a Human Service or health care setting providing direct consumer care is preferred. Exceptional and verifiable life experience pertinent to the job of DD Independent Living Specialist.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate and work with individuals who experience SED, ADHD and emotional trauma. Must be a self-starter and able to work independently. Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p>				

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<p><b>QUALIFICATIONS:</b></p> <p>Physical Requirements: No physical strain. Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, and reach. Must be able to lift or move 40+ pounds. A moderate amount of standing and sitting required.</p> <p>Working Conditions: Variety of settings: Consumers' homes, schools, DD office, village clinics, community settings and others based on consumer needs. The DD office is a clean, well-lighted and ventilated office.</p> <p>Work Hours: Work hours vary.</p> <p>Travel: No travel is required.</p>				