JOB DESCRIPTION
Branch Office IL Services Coordinator

Hours: Full Time (1.0 FTE) 35 hours weekly; Non-exempt, Fully benefitted
Supervisor: Director of Programs
Positions Supervised: None, except volunteers
Location: Silicon Valley Independent Living Center (SVILC) - Gilroy branch office

Summary: SVILC maintains a south county branch office in the City of Gilroy which is the headquarters for this position (travel is required.) This full-time position reports to the Director of Programs and is responsible for providing SVILC’s array of Independent Living Skills services, including peer support and individual and systems advocacy, in the south county cities of San Martin, Morgan Hill and Gilroy.

Essential Functions:

- Provide all federal core independent living services: Independent Living Skills training, Information & Referral, Peer support & mentoring, Individual & Systems Advocacy, plus the CA State-required services of Housing and Caregiver search assistance and Assistive Technology services to agency’s consumers living or working in the southern cities of Santa Clara County.
- Under the supervisor of the Director of Programs, maintain an effective core service delivery system for residents of Morgan Hill, San Martin, and Gilroy.
- Plan and implement informational workshops on such topics as finding and maintaining Accessible, Affordable Housing; Tenant / Landlord rights and responsibilities; Caregiver/Personal Care Attendant search resources; Caregiver management; and Budgeting & Money management skills.
- Provide appropriate short- and long-term housing referrals and advocacy assistance to people with disabilities.
- Maintain a current listing of available, accessible, and affordable housing in Santa Clara County.
- Collaborate with other SVILC personnel from the Gilroy and San Jose offices for comprehensive service delivery. Take direction from the Director of Programs for provision of other non-core services to Consumers as needed.
- Serve as organization’s representative on the local South County Collaborative, multi-agency or community meetings, and boards, especially with the Latino community.
• Provide tours and outreach presentations to consumers, community members, SVILC representatives, potential funders, etc., as necessary.

• Promote positive relationships among SVILC staff, Consumers, and members of the Board of Directors by demonstrating an ongoing commitment to the mission of SVILC.

• Maintain progress for each consumer trained or mentored through case notes in CIL Suite and update the consumers’ goals set and met in their Independent Living Plans (ILPs).

• Participate in community outreach events to promote SVILC’s program and services, including the Community Transitions Program.

• Submit, on a regular basis, appropriate reports and recommendations relative to the various program effectiveness to the Director of Programs.

• Represent SVILC in the community as required.

• Maintain accurate and complete notes and enter service delivery data in the SVILC’s online database system (CIL Suite).

• Evaluate the quality of service provided to SVILC Consumers.

• Serve as an individual and systems advocate for Consumers.

• Travel as needed to complete case management services for consumers.

• Maintain the Gilroy office – e.g., cleanliness, supply inventory, equipment, and food pantry

• Other duties as assigned.

Qualifications:

This position is designed for a self-directed person who is skilled in community building, program expansion and direct service delivery. The successful candidate will be proficient in providing services in a consumer-controlled model. The successful candidate will have at least two years experience with an organization working for social justice, housing or disability rights, one year of which was served in a supervisory capacity. Candidates should also have excellent oral communication and writing skills, and the ability to work both autonomously and collaboratively as a team player.

• Bachelor’s degree in Social Services or related field
• Experience, knowledge, and understanding of the needs, and rights of persons with disabilities
• Excellent written and oral English communication skills
• Computer literate and ability to record and report services provided
• Knowledge of disability rights and fair housing laws
• Will comply at all times with all SVILC, State and Federal regulations, policies and procedures
• Ability to travel around the county, including twice monthly to the San Jose office for program and all staff meetings
• Bilingual in English/Spanish preferred
• Personal experience with disability issues preferred
Physical Demands:
Sitting for long periods of time
Using computer monitor and keyboards, as well as a telephone headset, for long periods of time
Travel to various community offices as necessary
Make outreach visits to locations where individuals with disabilities may be contacted
Attend various outreach and community education events

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-discrimination:
SVILC does not discriminate against employees or potential employees and is an equal opportunity employer with regard to the gender, gender identity, age, disability, ethnicity, race, religious beliefs, or sexual orientation.

SVILC is an Equal Opportunity Employer. People with disabilities, members of other marginalized communities, and those with personal experience with disability are highly encouraged to apply.

Compensation: $18-$19 per hour plus 100% paid benefits (health, dental, sick, holiday, vacation, staff development leave)

Desired Start Date: Immediately. Position open until filled.

Interested individuals should email or fax a resume with a cover letter summarizing qualifications, compensation requirements, and experience to: Management at email svilcmain@svilc.org.

SVILC is an equal opportunity employer, and maintains scent free environment. People with disabilities, members of other marginalized communities, and those with personal experience with disability are highly encouraged to apply.