

JOB ANNOUNCEMENT

Independent Living/Intake Specialist (Part-Time)
Pensacola, Florida

Center for Independent Living of Northwest Florida, Inc. dba CIL Disability Resource Center is searching for a qualified candidate to provide information, referral, and intake processes for people with disabilities in Northwest Florida.

The purpose of this position is to assist people with disabilities by providing information about community resources and facilitate the intake process for CILDRC services. The incumbent will answer telephones and/or greet walk-in consumers and provide needs assessments to determine whether CILDRC services or referrals to outside agencies is the most appropriate option. The incumbent will seek out and attend community fairs and interagency meetings in our service area to develop relationships and build community resource alliances, and to facilitate maintenance of a referral database.

CILDRC is a consumer-controlled, community-based, cross-disability, nonresidential private non-profit agency that is designed and operated within a local community by individuals with disabilities. Fifty-one percent of the Board of Directors, staff and decision making/management staff are persons with significant disabilities. CILDRC provides five core services: individual and systems advocacy; information and referral; independent living skills training; peer counseling; and transition services.

A Bachelor's Degree in an independent living related field and two years of experience working with people with disabilities is desired.

Competitive salary commensurate with experience. Persons with disabilities are encouraged to apply. Candidates must submit a letter of interest, three professional references, resume and salary expectations by email to info@cil-drc.org with the subject line "Resume for Independent Living/Intake Specialist to be considered for this position. Position will remain open until filled. Appropriate candidates will be contacted on a rolling basis. No phone calls please.