



Job Description

Job Title: Independent Living Advocate, Grade Level 5
Reports to: Independent Living Coordinator
FLSA Status/Schedule: Non-Exempt
Location: Cayuga County

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Independent Living Advocate provides education and technical assistance to the community to remove barriers and increase access, and supports individuals one-on-one to obtain needed services and improve quality of life. The advocate has a working knowledge of the Americans with Disabilities Act, special education laws, housing regulations, public benefits and other local, state and federal laws that affect the rights of individuals with disabilities. Services are provided in Cayuga County.

Qualifications:

- Bachelor's degree preferred; or, equivalent combination of education and related experience working in the disability advocacy field and/or with persons with disabilities
- Knowledge of the ADA, special education law, housing regulations and entitlement programs
- Excellent advocacy skills and ability to form collaborative relationships
- Clean driver license and reliable, insured, inspected vehicle
- Computer proficiency

Essential Functions:

- Educate and empower people with disabilities to make well-informed decisions regarding options for housing, education, employment, etc.
- Assist with identifying and accessing community-based supports, including but not limited to: affordable and accessible housing, home access modification, employment supports, transportation, case management, etc.
- Advise individuals on available benefits and assist with the application process for: housing subsidies, SNAP, HEAP, Section 8, Social Security, Medicaid, etc.
- Provide education advocacy to parents and students in need of navigating the special education system
- Provide appropriate referrals, both within the agency and in the community
- Ensure that individuals are accommodated in receiving services, and provide alternatives to service delivery as needed
- Collaborate with community stakeholders to meet the needs of individuals with disabilities
- Attend ARISE sponsored and community events, public hearings and other public happenings at which representation of individuals with disabilities is important
- Support system advocacy efforts as directed by supervisor
- Complete and maintain all required intake and participant service record documentation
- Attend staff and team meetings, and community meetings as directed by supervisor

- Provide accurate and timely documentation of activities in ARISE's database and paper files, and provide essential information for completion of agency reports to funders
- Report on all activities and outcomes to the Independent Living Coordinator and Director of Independent Living
- Uphold code of ethics, code of conduct and all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Consistently represent ARISE professionally by demonstrating the highest ethical standards
- Perform other duties as assigned

Snapshot of Select Benefits for Full Time Employees*:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start soon following date of hire
- Very affordable group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment

*Above snapshot of select benefits is intended as a brief overview; terms and conditions are specified in plan documents and ARISE policies, which are subject to change.