



Independent Living Program Manager

Anne Arundel County, Maryland

Position Open with Accessible Resources for Independence, Inc. (ARI)

Deadline to apply May 20th – 5pm

Accessible Resources for Independence, Inc. (ARI), a Center for Independent Living, is a nonprofit organization created by and for people with disabilities. We are a resource and advocacy center that promotes independent living and equal access for people with all types of disabilities. ARI assists residents of Howard and Anne Arundel Counties to use community services and resources that will enhance their independence.

ARI's core services are peer counseling, individual and systems advocacy, transition, information and referral and independent living skills training. Our mission is to maximize the independence of people with disabilities so they enjoy self-directed, productive lives.

Purpose of the Position: The Independent Living Services Program Manager is responsible for the coordination of all independent living services delivered by Accessible Resources for Independence, Inc. and for event planning and outreach for IL services.

Responsibilities include but are not limited to:

- **Coordination** of the planning and delivery of all direct independent living services to ensure high quality, customer satisfaction, and compliance with grant goals, requirements, and deliverables.
- **Facilitating** the arrangement, publicizing, and conducting ongoing independent living skills groups with assistance of the IL staff
- **Gathering** information on how to access community resources and providing the information to all staff, work with the Director of Community Integration and advocates within both jurisdictions to improve access to available resources and the creation of new resources
- **Assuring** the ongoing outreach to locate people with disabilities in both jurisdictions who might benefit from available IL services
- **Overseeing** and assuring the timely entry of all data into the CIL Suite and/or other databases as well as assuring the maintenance and confidentiality of well-organized consumer records
- **Preparing** all reports required by funding sources for on time submission and/or approves reports prepared by other IL staff; including periodically updating of all IL forms
- **Training:** Provides regular staff meetings and trainings with all IL staff including the determination of training needs and assures appropriate training opportunities
- **Collaboration:** Works with the Executive Director and other appropriate staff on the development and/or revision of policies and procedures related to service delivery; work in cooperation with representatives from appropriate community and state agencies to further the successful operation of the IL program.
- **Supervision:** Supervises staff working within the Independent Living Program department.
- **Advocacy and Advisory Involvement:** In conjunction with the Executive Director, identifies and participates with advisory committees and advocacy efforts.
- Performs other duties as assigned which are commensurate with level of expertise and experience.

Supervisory Responsibilities: The position is responsible for supervising two staff.

Knowledge and Skills:

- Computer literacy including a proficiency in Microsoft Suite

- Professional Social Skills
- Knowledge of Community Resources

Requirements: A minimum of 4 (four) years of progressively responsible experience. The ability to independently manage a large and varied workload is essential as are strong oral and written communication skills. Personal experience with disability and/or knowledge of the life experiences of people with disabilities is required. Understanding and belief in the philosophy of CIL and the IL movement is required.

Position details: This is a full-time exempt position. Salary is \$44,000. Work hours are during the daytime hours with some evening and weekend hours. Benefits include health insurance, SIMPLE IRA, and Paid Time Off. Flexible and progressive work environment.

Send resume and cover letter to: kihrke@arinow.org