



## CENTER FOR INDEPENDENT LIVING

*...of and for people with disabilities*

**POSITION TITLE:** Independent Living Purchasing Services Assistant  
**DEPARTMENT:** Independent Living Purchasing Services (ILPS) Program  
**SUPERVISOR:** ILS Program Manager  
**EMPLOYMENT STATUS:** Full Time, Non-Exempt  
**SALARY RANGE:** \$21,000 - \$22,800  
**DEADLINE TO APPLY:** Friday, June 10, 2022  
**APPLY BY E-MAIL:** **Send Letter of Interest and Resume to:**  
**Luis Enrique Chew – lechew@volarcil.org**

### **POSITION SUMMARY:**

The ILS Service Assistant works in support of the mission, goals and values of Volar CIL and applies critical thinking skills and sound decision making in performance of all duties.

The ILS Service Assistant is supervised by the IL Purchasing Services Program Manager and works as a team member, with moderate supervision. The IL Services Assistant participates in a number of mandatory training activities and performs other duties as assigned and required to meet the mission and goals of the program and organization.

Work performed supports Independent Living outcomes for people with disabilities by:

- Assist with collecting and analyzing all information necessary to make an accurate eligibility decision (e.g., identification, medical records, school records, employment records, etc.)
- Assist with a consumer-driven approach in development of Independent Living goals.
- Assist with developing and maintaining relations with consumers, vendors, third-party resources and community referral sources.
- Assist with developing and implementing a process leading to successful planned outcome.

### **Essential Job Functions:**

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

1. Collects documentation to accurately determine and document eligibility for ILS services.
2. Accurately performs data entry and maintains consumer files.
3. Assist with closing cases or referring cases to other programs.
4. Assist with documents significance of consumer's disability to planned services and technologies.
5. Contributes to the success of the organization by assisting Program Manager meeting individual performance goals and establishing and maintaining productive relationships with vendors and organizations, as applicable.
6. Executive Director may assign other duties

### **Knowledge, Skills & Abilities:**

- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to plan, organize and achieve goals.
- Ability to understand and apply policies and procedures.

- Ability to apply the Independent Living Philosophy.
- Ability to use telephones, computers, office equipment and communications technologies.
- Efficient on Microsoft Office, Office 365, and Proficient in Excel.
- Knowledge and experience with services, training, and technologies available to persons with diverse types of disabilities.

**QUALIFICATIONS:**

- Experience in Independent Living services and programs. High School diploma or GED.
- Provide a Valid Driver's License and Vehicle Liability Insurance or the ability to transport within moments notice as required.
- Required to pass a Drug Test and Background Check

**PREFERRED QUALIFICATIONS:**

**ADA requirements:**

Volar CIL maintains a policy of compliance with the employment requirements of the Americans with Disabilities Act of 1990. Volar CIL provides reasonable accommodations for employees with disabilities.

**Bilingual:**

English and Spanish

**Certification:**

I verify that I have read and understand the duties described in the attached job description.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**