

# Independent Living Community Navigator



DAWN Center for Independent Living (DAWNcil) is a grass roots consumer-driven and consumer controlled nonprofit organization promoting self-direction in order to create, expand, and implement equal access opportunities for people with disabilities. The IL Community Navigator will work both in DAWN's physical offices as well as the mobile office.

## **Job Description:**

The Independent Living Community Navigator provides information and referral, advocacy services, supportive consultation and independent living skills training to individuals with disabilities residing in Morris, Sussex and Warren Counties. He/she works closely with our consumers to help them create their own Independent Living Plan, where they set personal goals and determine action steps to achieve them. The IL Community Navigator also links the consumer to appropriate services and supports in their community. The IL Community Navigator will work both in DAWN's physical offices as well as the mobile office. Working in the mobile office will require ability to drive vehicle from one of DAWN's physical offices to locations in the community within DAWN's service area.

The IL Community Navigator is responsible for the following:

## **Essential Job Functions:**

- Oversee and assist persons with disabilities, families, and interested parties in the general public with identifying and accessing supports and services through specific programs/providers.
- Utilizing the company vehicle, the candidate will travel to various locations within DAWN's service area and set up a Mobile Office multiple times a week for community access. [GD1]
- Assist with creating a recurring schedule of field locations for the Mobile Office to visit.
- Maintain working knowledge of benefits and services available to people with disabilities, in particular in the area of education, housing, benefits and employment and how eligibility may be affected by earned income.
- Create and implement Independent Living Plans and provide ongoing case management and monitoring [GD2]
- Maintain detailed and accurate service records of all consumer contacts, as per contractual obligations
- Collaborate with various community partners to ensure familiarity and in-depth understanding of service options in the Morris, Warren and Sussex county area
- Maintain collaborative relationships with federal, state and private agencies/nonprofit organizations that serve persons with disabilities to link consumers as appropriate
- Facilitate workshops and public forums relating to services provided and participate in outreach efforts and special events.
- Collaborate with agency staff in other program areas to ensure seamless support for consumers receiving other services in addition to Independent Living
- Facilitate distribution of consumer satisfaction surveys
- Assist with advocacy efforts pertinent to consumer base
- Attend all internal staff meetings, trainings, and in-services as required

**Non-essential Job Functions:**

- Provide statistical and other input for the development of annual and long-range plans.
- Participate in organizational strategic planning committees and or work groups.
- Performance of other non-essential assigned duties and tasks

**Qualifications:**

- Knowledge of and support for the Independent Living Philosophy, which states that people with disabilities should have the same civil rights, choices and opportunities as do people without disabilities.
- Must possess a valid drivers license
- Ability to successfully relate to and communicate with people with disabilities, their families, other organizations, agencies, volunteers, and consumers
- Knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Self-starter able to work with minimal supervision/direction;
- Professional demeanor and presentation;
- Have strong and effective spoken and written communication skills.
- Creative thinker using sound judgment in workload coordination and in technical matters;
- Ability to organize work effectively and establish priorities
- Ability to work with minimal supervision and meet or exceed deadlines;
- Ability to make decisions and implement activities impacting the organization's well-being
- Candidate must have possess a valid driver's license, a clean driving record, legally be authorized to drive in the state of NJ and proof of auto insurance coverage, limits of at least \$100,000 / \$300,000. A driving record background check will be performed annually.
- Requires ability to work both in physical offices and mobile office. Working in a mobile office requires ability to drive vehicle within organizations service area.
- Requires site visits and attendance at community-based meetings.
- Company vehicle is to be used for company business only and not for personal use. Company vehicle will be parked at the Denville location at the end of each workday.
- Mileage reimbursement is provided for use of personal vehicles.

**Skills:**

A qualified candidate will have:

1. Bachelor's degree or higher from an accredited institution in a related health, human service, or education field, experience may be substituted for education on a year-to-year basis.
2. Experience using Microsoft office package and ability to effectively use technology in the field as provided by agency.
3. Counseling, supporting, or case management: 1 year (Required)
4. Ability to commute

**Benefits/Comments:**

Full time position, Monday through Friday, in person. Mileage reimbursement is provided. Professional development and continued learning opportunities offered. Benefits include employer sponsored health benefits, paid time off, sick days and twelve paid holidays. Employee access to group rates for optional vision, dental, and life insurance benefits. Access to supplemental insurance through Aflac and 401k retirement plan through Transamerica with employer match. Employee sponsored long term disability coverage.

Job contingent upon proof of a valid driver license and proof of auto insurance coverage limits of at least \$100,000 / \$300,000.

\*\*\* This is a grant-funded position and continued employment is contingent to this funding.

DAWN Center for Independent Living is an Equal Opportunity Employer.

**Compensation:** \$47,500 to \$53,000 annually

**How to apply:** Detailed cover letter and resume required for application to be complete.

Resumes must be emailed to [jobsdawn@dawncil.org](mailto:jobsdawn@dawncil.org) or via fax to 973-625-1942. No phone calls please.