

## **Recreation Coordinator/Independent Living Specialist**



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. DAWNcil seeks a highly motivated, enthusiastic, outgoing self-starter to work within that mission to support individuals with disabilities residing in Northern NJ.

### **Position Description:**

The Recreation Coordinator/Independent Living Specialist (IL Specialist) position includes two distinct but complementary areas of responsibility: **Recreation Coordination** and **Independent Living Services**.

The individual in this role supports DAWNcil's mission by promoting community engagement, reducing social isolation, and supporting individuals with disabilities in achieving greater independence.

The Recreation Coordinator component of the position focuses on developing socialization and recreation opportunities that accurately reflect the interests of DAWNcil consumers. The Independent Living Specialist component focuses on providing information and referral, advocacy, consultation, and service coordination to individuals with disabilities residing in Morris, Sussex, and Warren Counties.

The individual works closely with DAWNcil consumers to better understand their interests, motivations, and service needs through conversation, surveys, and intake processes. Programming and services are developed in response to these identified needs. Attendance at community recreation events and direct interaction with consumers are expected components of the role. Accurate and timely documentation of consumer services, activities, and program participation is required to meet organizational and contractual reporting requirements.

### **Essential Duties:**

#### **Recreation Coordinator Responsibilities**

- Engage consumers to identify interests and motivations through communication and surveys.
- Develop a list of potential social and recreational activities annually with input from consumers.
- Design engaging and inclusive programming using creative planning and problem-solving.
- Identify accessible venues and schedule community-based recreational activities.
- Plan and coordinate monthly events, including collaboration with community partners, businesses, and agencies.

- Create and distribute a monthly recreation calendar to encourage participation.
- Attend and participate in scheduled recreation events.
- Maintain documentation of programming, planning, participation, and outcomes.

### **Independent Living Specialist Responsibilities**

- Provide information, assistance, referrals, advocacy services, and supportive consultation to individuals with disabilities in Morris, Sussex, and Warren Counties, as well as their families and the public.
- Conduct intake interviews to assess needs and develop Independent Living Plans.
- Assist consumers and families in identifying and accessing appropriate supports and services.
- Maintain knowledge of benefits and services, including education, housing, employment, and eligibility impacts.
- Build and maintain relationships with federal, state, private, and nonprofit agencies serving individuals with disabilities.
- Facilitate workshops and public forums related to Independent Living services.
- Collaborate with agency staff to ensure coordinated support for consumers receiving multiple services.
- Support advocacy efforts relevant to the consumer population.

### **Documentation and Compliance**

- Maintain accurate service records for all consumer contacts and recreation programming.
- Document service delivery, consumer interactions, and event participation in a timely manner.
- Distribute biannual consumer satisfaction surveys as required.
- Participate in required webinars, trainings, staff meetings, and in-service sessions.

### **Outreach and Agency Support**

- Participate in agency-wide outreach efforts, special events, and community engagement activities.
- Collaborate with community partners to maintain awareness of available services and supports in Morris, Sussex, and Warren Counties.

### **Non-Essential Duties:**

- Provide statistical and other input for the development of annual and long-range plans.
- Assist with front desk tasks when needed
- Performance of other non-essential assigned duties and tasks

### **Required Knowledge/Skills/Attributes:**

- Knowledge of and support for the Independent Living Philosophy;
- 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 people with disabilities, as needed;

- Comfortability and experience navigating databases, Microsoft programs, and other computer software programs
- 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.
- Ability to organize work effectively and establish priorities
- Ability to make decisions and implement activities impacting the organization's well-being.

### **Education and Experience**

- Previous experience working with individuals with disabilities **required**.
- Bachelor's degree in Human Services, Social Work, Recreation, or a related field **preferred**.
- If the candidate possesses a valid driver's license, they must:
  - Have a clean driving record
  - Be legally authorized to drive in the State of New Jersey
  - Provide proof of auto insurance coverage with minimum limits of **\$100,000 / \$300,000**

A driving record background check will be performed annually.

### **Working conditions**

- Standard work week is Monday through Friday, **9:00 AM – 5:00 PM**. Due to the nature of recreation programming and community activities, **occasional evening and weekend hours are required** to plan, facilitate, and attend scheduled recreation events. Work hours may be adjusted as needed to accommodate these activities while maintaining the standard weekly schedule.
- Travel throughout Morris, Sussex, and Warren Counties may be required to attend events, meet with consumers, or engage with community partners.
- Mileage reimbursement is provided for use of personal vehicles.

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

### **Benefits/Comments:**

Professional development and continued learning opportunities offered. Benefits include employer sponsored health benefits, paid time off, sick days and twelve (12) 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. Employer paid 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.

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DAWN Center for Independent Living is an Equal Opportunity Employer.

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.

Compensation: \$42,000.00 - \$47,500.00 per year