Job Title: Developmental Disability Resource Connection Specialist

FTE Status: 37.5 hours, benefited

Rate of Pay: $22.00 per hour

Department: Independent Living

FLSA Status: Non-Exempt

Reports to: Ketchikan Program Director

Location: Ketchikan

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

**Summary of Position:** Assists individuals that experience intellectual and developmental disabilities apply for services through the State of Alaska, Division of Senior and Disability Services. Provides intake, technical assistance and support to individuals seeking Developmental Disability Eligibility and placement on the Intellectual & Developmental Disabilities (IDD) waiver registry. Provides advocacy and assistance to DD eligible individuals who are awaiting long term supports and services. Roles and responsibilities may also include pre-screening for additional Medicaid waivers, such as ALI and APDD. Conduct outreach and develop relationships with SE school districts.

**Essential Functions of the Position:**

* Complete DD eligibility applications on behalf of individuals and their families.
* Performs intakes for DD eligibilities. Duties may include:
  + Responding to new or inter-agency referrals, including gathering information from the referring party, conducting a needs assessment, and linking with individuals families with resources within their community.
  + Completing or assisting in the orientation of new individuals and families to services and/or programs.
  + Completing or assisting with the initial screening, assessment and Person Centered Planning for future services for individuals/families who are new to services.
  + Reviewing developmental evaluations from licensed professionals
* Enters data accurately into a data management system and complete consumer notes and other documentation as needed.
* Firm understanding of all Medicaid waivers provided in the State of Alaska
* Responds promptly to inquiries and requests for services
* Provides information and referral to recipients, community members, and partners on DDRC and other SAIL Program parameters.
* Provide one-on-one supportive counseling and short term service coordination as needed to ensure successful linkage to needed services, to include transition from institutional care to home environment.
* Assists with identifying additional community programs that would benefit the individual and their family and refer them to the program.
* Provide follow-up with individual and/or family members to ensure needed services are in place or to provide additional options counseling as necessary.
* Acts as Advocate for obtaining support for families and individuals on a short term caseload.
* Attend IEP meetings when appropropriate
* Conduct outreach and develop and support relationships with school districts, direct service providers, and other community organizations supporting individuals diagnosed with intellectual and developmental disabilities
* Cross-train in SAIL’s Aging and Disability Resource Center (ADRC) Program and provide backup as needed
* Assist with development of forms and tracking documents; including yearly required renewal forms for consumers on waivers (DDRR).
* Actively advocate for services and supports for individuals with intellectual and developmental disabilities across Southeast Alaska.
* Assist Individuals to access Mini Grants and other financial resources when available.
* Participate in agency wide fundraising.
* Carry out other assignments as required.

**Position Requirements**:

Fingerprint and background check clearance required.

**Preferable, but not required skills and experience:**

* Experience in a human services field, which may include education or experience in the following fields; psychology, social work, nursing, medical services, vocational rehabilitation, mental health or other related fields
* Knowledge of rural Alaska lifestyle and challenges
* Knowledge of Native Alaskan Cultures and traditional values
* Personal experience with a disability and/or the independent living movement

**Knowledge, Skills & Abilities:**

* Proficiency in the use of computers for word processing, spreadsheets, and other applications.
* Strong organization, documentation, and time management skills.
* Strong interpersonal and written communication skills.
* Detail oriented with the ability to handle multiple tasks simultaneously.
* Effective problem-solving skills.

**Physical Requirements:** Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone.

**Core Competencies:**

* Ability to be flexible
* Ability to communicate and work well with a variety of individuals
* Ability to problem solve situations as they arise
* Ability to work well in a team setting
* Sense of humor in a variety of situations
* A commitment to social justice and equity for those SAIL serves and the people we employ

**Work environment:** SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

**NOTES:** Some travel possible. SAIL is open to flexible schedules whenever possible. Southeast Alaska Independent Living (SAIL) is an at-will employer. **Applicants experiencing a disability are strongly encouraged to apply.**

This Position Description reflect the best efforts of SAIL to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_