



## Independent Living (IL) Specialist and Outdoor Recreation and Community Access (ORCA) Coordinator

<b>Job Location:</b>	Sheet'ká, AK (Sitka, AK)	<b>FLSA Status:</b>	Non-Exempt
<b>Schedule:</b>	Full Time, 37.5 hours/week	<b>Reports To:</b>	Sitka Program Director
<b>Pay Range:</b>	Volunteer Position through Jesuit Volunteer Corps Northwest (JVC NW)		

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

### Summary of Position:

The IL Specialist and ORCA Coordinator in Sitka is a year-long volunteer position partnered through Jesuit Volunteer Corps Northwest (JVC NW). Jesuit Volunteers serve full-time with local organizations throughout the Pacific Northwest while living in community with other program members. JVC NW provides housing and a living stipend. Interested candidates must apply through [JVC Northwest](#) in order to be considered.

### Responsibilities and Duties:

- Assist seniors and people experiencing disabilities to achieve goals for personal independence
- Provide training for employment preparation in a high school setting
- Help veterans access in-home personal care attendants
- Assist with the SAIL Loan Closet, loaning durable medical equipment
- Organize office, recreation equipment, assistive technology and loan closet items
- Provide referrals to partner organizations
- Coordinate and lead Outdoor Recreation and Community Access (ORCA) activities for individuals of all ages who experience a disability or are aging
- Arrange, plan and facilitate outreach through community presentations at health fairs or community events.
- Complete data input and maintain records of services provided to consumers

### Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines

- Expertise with personal computers
- Experience writing grant proposals or other forms of professional written communication
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, other social service resources as well as state and federal benefits programs

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

- 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
- Drivers License

### Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and meet deadlines
- Ability to manage stress 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.

Some travel may be required and flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_