



We acknowledge that we live, work and learn on Tlingit Aaní.

## Veterans Options for Independence, Choice, and Empowerment (VOICE) Program Specialist

**Job Location:** Dzánti K'ihéeni (Juneau, AK)

**FLSA Status:** Non-Exempt

**Schedule:** 30 hours/week  
Three-Quarter Time

**Reports To:** Juneau Program Director

**Pay Range:** \$27.44 - \$31.44 / hour

### Summary of Position:

The VOICE Specialist provides independent living services to persons who experience a disability and seniors, using the consumer-directed independent living model. The VOICE Specialist develops personalized plans alongside consumers to achieve independence goals and coordinates with a wide range of support services, including oversight of the veteran direct care program in Juneau which provides participant-directed in-home care services to veterans.

### Responsibilities and Duties:

- Work in cooperation with consumers experiencing disabilities and seniors using a consumer directed independent living model
- Provide information and referral to consumers, agencies, and others
- Carry out individual and systems advocacy
- Work with consumers to facilitate independent living plan goals and objectives
- Assist consumers in transition from institutional care to home environment
- Develop appropriate consumer community support systems
- Prepare mini-grant applications and reports as needed for individual consumer funds
- Assist consumers with SAIL's peer support groups when requested
- Complete reports, consumer notes, and other documentation
- Advocate for the continuation and development of community resources in SAIL's service area
- Assist consumers with accessing and utilizing the VOICE program
- Learn the enrollment and disenrollment process for the VOICE program
- Work with co-workers on appropriate referrals to the VOICE program
- Maintain regular communication with the Veterans Administration, and keep the VOICE files updated and current on the SAIL Brain
- Promote the VOICE program through outreach and education
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

## Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Strong interpersonal skills
- Comfortable writing professional & narrative style reports
- 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
- Experience working with computers

## 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

## 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. Southeast Alaska Independent Living (SAIL) is an at-will employer.

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