



Center for People With Disabilities

Overcoming barriers to independent living

CENTER FOR PEOPLE WITH DISABILITIES JOB POST

1/30/24 (Open Until Filled)

People with disabilities of all backgrounds are strongly encouraged to apply!

JOB TITLE: Youth Independent Living Advisor (ILA)

PRIMARY OFFICE: Boulder or North Metro (Thornton)

FLSA/EMPLOYEE STATUS: Full-Time (32 hrs./wk.); Non-exempt

PAY & BENEFITS: \$24-\$27/hr. and benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); paid holidays, vacation time, and sick time.

WHY WORK WITH US? We're extremely caring, supportive, down-to-earth, and passionate about what we do. We are continually improving the employee experience, including offering a 4-day workweek for true work/life balance. Also, we're very flexible and accommodating, and we provide generous time off. Be a part of our meaningful mission and make a difference in the lives of people with disabilities!

IDEAL CANDIDATE: Center for People With Disabilities (CPWD) is looking for a Youth Independent Living Advisor! The ideal candidate would be someone with disability experience (either has a disability or has worked with people with disabilities) who loves to work with young adults. They are in a critical time of navigating away from parental protection and support, and toward independent living. You would play an important role, not only assisting them to work toward independence, but also sensitively navigating family dynamics at times. You would come with a lot of enthusiasm and encouragement for these young people, and truly believe they can succeed regardless of ability level. We are looking for someone who wants to be a trusted and reliable catalyst for change in the lives of these youth. We welcome your creative ideas for activities and services, and also ask that you bring a level of flexibility – as youth are often very busy with their school, family, and social commitments. If this sounds like work that excites you, please read the job requirements and apply as direct below.

SUMMARY: This position will focus on providing employment and Independent Living services to youth with various disabilities ages 14 to 24, but may also work with consumers of all ages, as needed. Services may include: individual and systems advocacy, Independent Living skills training, information and referral services, and peer support to individuals and groups of youth and/or parents of youth with disabilities. Though primarily based out of CPWD's Boulder or North Metro Office, the Youth ILA will provide services to all consumers within all of CPWD's covered counties. The individual in this position will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide one-on-one direct services to consumers, including the core services of Independent Living skills training, advocacy, information and referral, peer support and mentoring, and youth transitions. This may include formulating an Independent Living Plan, assistance with benefits applications, applying to local Community Center Board programs, or working with the Division of Vocational Rehabilitation.
- Must be able to manage a full caseload of approximately 25-35 consumers.
- Meet with assigned consumers at least once a month to ensure that their goals, and progress on meeting them, are regularly assessed.
- Assess consumers' stated and implied needs and goals as part of setting individual Independent Living goals.
- Actively support consumers to pursue employment by providing job readiness training to assist youth with obtaining and maintaining employment.
- As needed, facilitate peer support groups, social activities and employment workshops in local schools.
- Participate in the planning and facilitation of CPWD's Youth Employment Program that occurs every summer.
- Collaborate with parents of youth to support the youth's goals.
- Develop a deep knowledge and understanding of local community resources for transition age youth, such as cross-disability service providers, government and non-profit agencies.
- Engage new consumers and community partners through outreach efforts.
- Gain an understanding of Independent Living Philosophy and CPWD's mission, vision, and programs to be able to communicate them to consumers and other community organizations.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from the supervisor.
- Complete thorough, accurate and timely documentation for direct services with consumers.
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Travel as needed and meet in person for direct services, groups, trainings, and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff training activities.
- Perform other duties, as assigned.

REQUIRED QUALIFICATIONS:

- Associate's degree in a relevant field or relevant equivalent experience.



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- Proficiency with MS Windows, MS Office, Google Suite, and other common computer programs.
- Strong organizational and customer service skills, and attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Able to positively represent CPWD and outreach to the community and public.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Working knowledge of disabilities and disability-related issues.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

PREFERRED QUALIFICATIONS:

- Personal experience with a disability is strongly preferred!
- Bachelor's degree in a relevant field or relevant experience in a related human service field.
- Bilingual (English/Spanish).
- Exposure to Independent Living Philosophy, and best practices in the IL community.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Local and regional travel in various weather conditions.
- Primarily based out of the Boulder or North Metro CPWD office location.
- May be asked to work out of any CPWD office, as needed.

CPWD is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

HOW TO APPLY: Please submit an updated résumé and customized cover letter to jobs@cpwd.org explaining why you are a strong candidate for this position. We look forward to hearing from you!

www.cpwd.org