

Utah Independent Living Center (UILC)
3445 S. Main Street, SLC, UT 84115

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Contact Jan Bigelow with questions: jbigelow@uilc.org or call 801-466-5565 ext 219

Position Title: Community Integration Program (CIP)/Independent Living (IL) Specialist

Agency Description: The Utah Independent Living Center (UILC) is a non-profit, non-residential organization created for the purpose of supporting people with disabilities. The area of service includes Salt Lake, Tooele, and Summit counties. UILC promotes the philosophy of empowerment, self-help, and full participation of persons with disabilities. Services include but are not limited to Advocacy, Information and Referral, Independent Living Skills Training, Peer Support, Recreation, Assistive Technology and Transition (Youth, Nursing Home, and Diversion from Institutions).

Location: Office in Salt Lake City, Travel required throughout Salt Lake, Summit and Tooele Counties

Hours: Full Time/40 hours per week

Wage and Benefits: Starting wage \$16.50/hr. with \$.50 raise given after 90 days of successful employment. Additional benefits include employer-paid retirement benefit of additional 10% of wages, medical, dental, life insurance and paid holidays, vacation and sick time.

To Apply: Visit <https://uilc.org/en/resources/files/hiring/140-uilc-job-listing/file> to access application and instructions for submission. Completed applications must be emailed to jobs@uilc.org.

Closing Date: Open Enrollment

Job Description: The CIP/IL Specialist helps adults with disabilities to increase independence and integration in their communities, including coordinating and assisting with community outings and recreational classes and providing one-on-one independent living skills instruction. Regular and consistent job attendance is required. Job duties include:

1. Perform outreach, intake, and eligibility determination of people with disabilities for UILC services.
2. Assist with and/or lead Community Integration activities including community outings and recreational classes to enable people with disabilities to be involved in the community.
3. Drive consumers to/from UILC activities and assist them as needed.
4. Support individuals with goal development and provide one-on-one independent living skills instruction to individuals with disabilities and assist them to access community resources as needed to achieve their goals.
5. Advocate for consumers both individually and as a group.
6. Participate in activities educating the public about people with disabilities and UILC services, be involved on board and committees, and attend information fairs and other related activities.

7. Maintain individual service plans on consumers and other records necessary to provide and document services (intakes, individual plans, attendance records, class goal and summary sheets, correspondence, referrals, etc.).
8. Enter consumer information and services provided into a computer database for reporting purposes and compile information needed for reports.
9. Interact with consumers in a professional manner with respect for their rights and maintain strict adherence to the Independence Living philosophy and agency policies.
10. Attend staff training and meetings as needed.
11. Perform other duties as assigned by Supervisor and/or Executive Director.

Minimum Requirements:

- Be at least 18 years of age
- Be a High School Graduate
- One year experience working with people with disabilities
- Must have valid driver's license and a good driving record
- Must be able to pass a background check
- Must be able to lift 50 lbs, reach, bend, accompany consumers on public transit as needed, secure wheelchair tie downs, navigate long distances, be in direct sun, use office equipment

Preference: Preference will be given to qualified individuals who have personal experience with a disability

Other Qualifications:

- Ability to express ideas in English clearly in written, oral and computer communications
- Computer experience with Windows and Microsoft programs helpful
- Other language skills (Spanish, ASL, etc) a plus

UILC is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans, and people with disabilities are encouraged to apply. Reasonable accommodations will be made for employees with disabilities.