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Utah Independent Living Center (UILC)

3445 S. Main Street, SLC, UT 84115

Contact Kathy Self with questions kself@uilc.org or call 801-466-5565 ext. 211

Position Title: Youth Transition 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: Job is open until filled.

Job Description: Rewarding career as a Youth Transition Specialist. Visiting classrooms in the Granite, Canyons, Salt Lake, Jordan and Murray School Districts offering independent living skills instruction to students with disabilities in Middle, High and Post High School. Teaching materials and training provided. Job duties include:

1. In cooperation with teachers, identify the needs of students with significant disabilities in areas needed for daily living and transition from high school and determine consumer eligibility for services.
2. Travel to schools to teach independent living skills and advocacy to youth with disabilities.
3. Conduct awareness activities educating the general public about the needs and abilities of people with disabilities, the Youth Program and UILC services.

4. Perform other services to enable the consumer to be better served, e.g., outreach services, bus training, community networking, etc.
5. Maintain individual service plans on consumers and other records necessary to provide and document services (intakes, individual plans, correspondence, referrals, etc.).
6. Enter consumer information and services provided into a computer database for reporting purposes and compile information needed for reports.
7. Interact with consumers in a professional manner with respect for their rights and maintain strict adherence to the Independence Living philosophy and agency policies.
8. Attend staff training and meetings as needed.
9. Other duties as assigned by direct supervisor and 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

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.