INDEPENDENT LIVING SUPERVISOR

I. POSITION TITLE: INDEPENDENT LIVING SUPERVISOR

II. GENERAL RESPONSIBILITIES:

- Responsible for the direct supervision and delivery of LACIL direct service IL programs.
- Supervises all program services staff (including Part B, and Employment Network).
- Develops plans and programs responsive to the needs of program consumers.
- Self-motivation and initiative with the ability to work with little or no supervision, and the ability to make decisions essential to this position.
- Reports to the Executive Director

III. QUALIFICATIONS:

A. **Knowledge:**

- Knowledge of the principles of staff supervision, and development.
- Extensive knowledge & experience of issues & programs related to independent living.
- Knowledge of case management and various counseling techniques.

B. **Skills:**

- Experience in the preparation and presentation of written and oral reports.
- Direct experience in human service programs.
- Experience in program development and management.
- Experience in using Word, Excel, Outlook, and web-based applications

C. **Ability to:**

- Manage and supervise human resources.
- Provide training, guidance, and supervision to program staff.
- Develop case management systems to assure the quality of consumer services.
- Coordinate multi- activity programs for cohesive service delivery.
- Work with community agencies in an advocacy/public relations role.
- Present an appropriate role model for program consumers and the community.
- Maintain a resource library for effective consumer service delivery.
- Assist in special events planning and provide input to expand participant/consumer support groups as needed.
- Participate in continuing education activities & in service trainings related to the disabled population.
- Oversight of home modification programs (i.e. VA Housing, etc.) that support barrier free access for people with disabilities within the home environment.

D. **Minimum Requirements:**

- College degree in a human services profession and/or, at minimum, 2-3 years work experience in the field of Independent Living.
- Direct experience with Disability.

IV. MAJOR DUTIES:

A. **Supervision of IL Staff**

Provide orientation for non-Medicaid program staff to include: LACIL policies and procedures, independent living philosophy, data collection system and job duties. This is done by providing appropriate manuals and training time, distributing literature, and conducting training sessions.

Provides direct and daily supervision to non-Medicaid direct service special projects. Directs regularly scheduled program staff meetings. Conducts interviews and program staff evaluations and gives input on hiring/firing decisions.

B. **Record Keeping / Reporting**

- Monitor case management, counseling, skills training, and information and referral activities to assure programmatic integrity and quality.
- Responsible for the accurate and timely collection of federal, state, and local reporting requirements.
- Maintain quality documentation, records and reporting of activities including units of service in the agency's data collection system.
- Compiles monthly, quarterly, and yearly statistical reports and assists Executive Director with narrative reports.

C. **Direct Service Funds**

- Coordinates the completion of paperwork including independent living plans, financial eligibility and certification forms, contact notes, and procurement procedures including required bids and the acquisition of goods and services for consumers.
- Responsible for timely reporting, billing, and financial aspects of these funds.

Pay rate: $45,000 per year and health insurance benefit.

Those interested should send a resume and cover letter to
Veronica Callaham, vcallaham@lacil.org by November 30, 2026.