



## JOB POSTING

*People with disabilities are strongly encouraged to apply!*

**JOB TITLE:** Rural Independent Living Advisor (ILA)

### **ABOUT CPWD:**

CPWD is a Center for Independent Living (CIL), which is a cross-disability, consumer-directed, nonresidential private nonprofit agency operated in a local region by individuals with disabilities, providing various independent living services. At least 51% of our staff and Board are people with disabilities. Join us!

The Mission of the Center for People with Disabilities is to provide resources, information and advocacy to assist people with disabilities in overcoming barriers to independent living. CPWD's goal is an integrated community that equally welcomes all members. The Center for People with Disabilities works so that people with disabilities may live independently. We believe that there is nothing more disabling than pity.

### **SUMMARY:**

This position will focus on providing Independent Living services to Boulder and Gilpin counties with a targeted focus on the rural Peak-to-Peak region and eastern Boulder County. Services may include: individual and systems advocacy, Independent Living skills training, information and referral services, peer support; and benefits, housing and employment assistance to consumers requesting CPWD services. 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.

### **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, and Peer Support. This may include formulating an Independent Living plan, assistance with Fair Housing complaints, assistance with benefits applications, training in utilizing public transportation and support in achieving Independent Living goals.
- Assess consumer's stated and implied needs and goals as part of setting individual Independent Living goals.
- Develop a deep knowledge and understanding of local community resources, such as cross-disability, government and non-profit agencies that work with CPWD consumers.
- Engage new consumers and community partners through outreach.
- Gain an understanding of IL 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

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**Boulder**  
1675 Range Street  
Boulder, CO 80301  
Ph: 303.442.8662  
Fx: 303.442.0502

**Longmont**  
615 North Main Street  
Longmont, CO 80501  
Ph: 303.772.3250  
Fx: 303.772.5125

**Broomfield**  
6 Garden Center  
Broomfield, CO 80020  
Only Open Mondays  
Ph: 303.465.1600

**North Metro**  
10317 Washington Street  
Thornton, CO 80229  
Ph: 303.790.1390  
Fx: 303.792.0317

need for approval or support from the supervisor.

- Complete thorough, accurate and timely documentation, including paper and electronic records.
- Maintain confidentiality and work within the confines of HIPPA regulations.
- Travel as needed for direct services, groups, trainings, and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff training activities.
- Perform other duties, as assigned.

### **QUALIFICATIONS:**

A relevant Associate's Degree is required (or full-time relevant experience may be substituted on a year-for-year basis). Specific qualifications include:

- Ability to travel an average of at least 40% of the time; must demonstrate flexibility to work where needed.
- Proficiency with MS Windows, MS Office, and other common computer programs.
- Strong organizational and customer service skills, attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Ability to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Working knowledge of disabilities and disability oriented issues.
- Ability to represent CPWD and outreach to the community and public.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record.
- Must successfully pass background check(s).

### **PREFERRED QUALIFICATIONS:**

- Personal experience with a disability is strongly preferred.
- Bilingual English/Spanish or English/American Sign Language highly desired.

### **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.

**COMPENSATION:** \$15.50-16.50 with full benefits

### **HOW TO APPLY:**

Please submit a résumé and cover letter to [marni@cpwd.org](mailto:marni@cpwd.org) explaining why you are a strong candidate for this position. We look forward to hearing from you!

### ***CPWD is an Equal Opportunity Employer***

Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.

[www.cpwd.org](http://www.cpwd.org)