

## Options Counselor / Community Living Specialist

Valley Associates for Independent Living, Inc. (VAIL) is hiring for an Options Counselor / Community Living Specialist. Position can be full-time or part-time. Options counseling is an interactive process whereby older adults and individuals with disabilities are supported in their deliberations in long-term support choices. Other duties include performing home visits, developing plans of care, monitoring services according to program guidelines, using a person-centered approach to assist individuals in accessing needed services, performing outreach to other organizations, maintaining quality documentation and data entry to meet state, federal, and other requirements, typing, filing, and coordinating with outside entities. Pay range: \$13-\$15/hour. Benefits included.

### Minimum Qualifications:

- Must possess an associate's or bachelor's degree in human services or nursing and 2 years of direct care experience OR a bachelor's degree and a minimum of 3 years of direct care experience
- Previous experience should include working knowledge of Word, Excel, Outlook, and web-based applications.
- Safe and reliable vehicle to meet the duties of this position. Clear driving record and adequate vehicle insurance.

### Knowledge, Skills, & Abilities:

- Knowledge of physical assistance typically required by people with severe physical disabilities or elderly persons and the approximate time those activities normally take
- Knowledge of the types of functional limitations and health problems that are common to different disability types and the aging process
- Knowledge of the equipment and environmental modifications commonly used and required by people with physical disabilities or elderly persons which reduces the need for human help and improves safety
- Knowledge of various Medicaid long-term program requirements, including nursing home and adult care residence placement criteria, Medicaid waiver services, and other federal, state, and local resources that provide personal assistance services
- Knowledge of DMAS consumer-directed personal attendant services program requirements, as well as the administrative duties for which the recipient will be responsible
- Knowledge of conducting assessments (including environmental, psychosocial, health, and functional factors) and their uses in care planning
- Working knowledge of services for persons with disabilities
- Ability to communicate effectively with individuals both in person and in writing
- Ability to develop a rapport and communicate with different types of persons from diverse cultural backgrounds
- Ability to work independently and use independent judgment
- Ability to record and deliver information and maintain appropriate records
- Ability to travel throughout Planning District 6
- Ability to attend functions throughout the Commonwealth as needed
- Knowledge of the independent living movement & philosophy

Submit cover letter and resume to [vail@govail.org](mailto:vail@govail.org).

Individuals with disabilities encouraged to apply.

Position open until filled.