

**Job Title:**

Independent Living Specialist

**Position Summary:**

This full-time position combines direct service to individuals with disabilities and volunteer coordination. The staff member will empower customers to achieve greater independence through skill-building, while also recruiting, training, and supporting volunteers to expand DNL's impact across Allegan and Ottawa counties.

**Key Responsibilities:****Independent Living Support:**

- Conduct Independent Living assessments to identify customer needs, goals, and barriers to independent living.
- Provide one-on-one skill-building sessions and group workshops in areas such as budgeting, transportation, communication, self-advocacy, and household management.
- In collaboration with Information and Referral, assist customers in identifying and accessing community resources, benefits, and supports to meet their Independent Living goals.
- Support peer mentoring and facilitate independent living programs in collaboration with volunteers and the DNL team.
- Maintain detailed and confidential case notes and documentation in compliance with funding and agency requirements.

**Volunteer Coordination:**

- Develop and implement volunteer recruitment strategies to engage individuals, businesses, and community groups and serve as the main point of contact for all.
- Organize and deliver volunteer orientation and training sessions.
- Manage volunteer assignments, ensuring alignment with DNL's mission, as well as organizational and customer needs.
- Monitor volunteer performance and provide support, recognition, and retention efforts.
- Maintain an up-to-date volunteer database and track service hours for reporting purposes.

**General Duties:**

- Participate in DNL outreach activities and community events, as needed.
- Collaborate with agency staff to promote a cohesive, mission-driven work environment.
- Attend staff meetings, trainings, DNL events, and professional development activities.
- Advocate for disability rights and promote awareness in the community in alignment with DNL's core values.

**Qualifications:**

442 CENTURY LANE  
HOLLAND, MI 49423

616.396.5326  
INFO@DNLAKESHORE.ORG

# ACCESSability

- Bachelor's degree in human services, social work, rehabilitation, education, or related field; or equivalent combination of education and experience.
- Personal experience with disability preferred; strong commitment to the independent living philosophy required.
- Persons with disabilities strongly encouraged to apply.
- Prior experience in volunteer coordination, case management, or independent living services highly preferred.
- Excellent communication, organizational, and interpersonal skills.
- Proficiency with Microsoft Office Suite and database management.
- Ability to work independently and as part of a team.
- Reliable transportation; occasional travel within Ottawa and Allegan counties required.

## **Work Environment:**

- Full-time, 40 hours/week.
- Hybrid work arrangement: On-site work required for first 90 days; hybrid schedule possible thereafter based on performance.
- Reasonable accommodations will be provided as needed in accordance with the ADA.

## **Salary & Benefits:**

- Competitive salary commensurate with experience.
- Benefits include health insurance, robust paid time off, retirement contributions, and professional development opportunities.



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