

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Maui Independent Living Center Coordinator II  
**Department:** Community Services  
**Reports To:** Assistant Community Services Director  
**FLSA Status:** Nonexempt  
**Prepared Date:** June 2018  
**Updated:** June 2020  
**Pay Grade:** S11

### **SUMMARY:**

Promote, educate, remove barriers and empower persons with disabilities to be social, civic and economic partners on Maui Island. Support the agency's mission of strengthening the community while helping people in need, restore their hope, reach their potential and enrich their lives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interviews clients to determine program eligibility.
- Assess information collected in interviews and on intake/assessment forms and determines the need for referrals and assistance; and assists clients in obtaining needed social, health and emergency services.
- Collects information to help establish, update, implement and maintain individual service plans for eligible clients.
- Creates and updates client case record documentation as needed.
- Conducts outreach and intake linking clients with vital services and with accessible housing.
- Provides knowledge, support or resources for disabled individuals to advocate for themselves.
- Partners with the hospital, school and/or family members to ensure individuals have an exit plan, a place to live and are enrolled in any social service entitlement programs he/she may be eligible for.
- Refers clients to appropriate government and community resources and other organizations.
- Organizes and oversees peer-led support and advocacy groups.
- Works with disabled individuals teaching them life skills to live independently.
- Works with landlords to educate them on affordable ways to make housing accessible to disabled individuals and assist with housing placement.
- Assists with the collection of data to complete an annual community assessment and forward information to the Community Services Director.
- Assists with the annual LIHEAP program.
- Organizes and directs community involvement in government budget hearings and other public hearings.
- Maintains a high level of customer service ensuring that clients' needs are met.
- Collects and compiles data and completes reports as needed.
- Understand, follow and support all safety policies and programs.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **QUALIFICATIONS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated skills and abilities in community outreach and organizing.
- Working knowledge of nonprofit programs and community resources.
- Ability to relate to and show care and compassion to clients.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Ability to plan, develop, organize, establish, and coordinate activities.
- Ability to establish working relationships with various community and government organizations.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail and tasks oriented.
- Ability to meet deadlines and prioritize workload.
- Proficient computer skills and the ability to use standard office machines.
- Ability to work varied shifts, which may occasionally include nights and weekends.
- Ability to travel off-island on occasion.

### **EDUCATION and/or EXPERIENCE:**

- Associate's degree from a two-year college or university and related work experience; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

- Ability to read and understand technical procedures, contracts or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from various groups.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract using whole numbers.

### **REASONING ABILITY:**

- Ability to apply good judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to adapt to many different situations.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and have access to an insured vehicle.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand, walk, sit, and talk or hear.

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- Occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and smell.
- The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud.