

Catskill Center for Independence
PO Box 1247
Oneonta, NY 13820
607.432.8000 (Phone/TTY)
607.432.6907 (Fax)
www.ccfi.us



Job Description
Community Liaison

Qualifications

1. A minimum of an Associate's Degree in human services or related field preferred with demonstrated positions of increasing responsibility in job history.
2. Must be computer literate with proficiency in Microsoft Suite.
3. Experience working with people with disabilities and/or personal experience with a disability preferred.
4. Knowledge of programs, services and opportunities available in the community.
5. Experience with fundraising and grant writing preferred.
6. Knowledge of current laws related to transition and disability, which include but are not limited to: ADA, IDEA, and Rehabilitation Act preferred.
7. Ability to function as a member of a team.
8. Excellent written and verbal communication skills.
9. Self-starter with the ability to organize, coordinate, prioritize and complete a variety of tasks in a timely, efficient manner with minimal assistance.

Responsibilities

1. Must know, understand and promote the Independent Living Philosophy.
2. Assists administrative staff in promoting and advancing the Center's visibility and positive standing in the community.
3. Will assist in the development of fundraising and marketing plans.
4. Assists in the identification of emerging needs and unserved/underserved populations within the disability community.
5. Develops and maintains effective working relationships with community resources and personnel.
6. Maintains an up to date inventory of supplies and equipment which meet state and federal guidelines.
7. Will greet visitors to the office and direct them to other office staff as appropriate and ensure the front office is monitored by other Center staff when necessary.

8. Will direct incoming telephone calls as appropriate and take accurate messages as necessary.
9. Maintains and updates personnel records in a timely, efficient manner.
10. Maintains records of all approved orders and date of receipt.
11. Ensures direct service staff is appropriately assigned to provide initial follow-up of new consumers and that follow-up is initiated within 5 business days. Ensures supporting documentation is maintained.
12. Assists new consumers in the intake process which includes but is not limited to providing necessary assistance in completion of required forms and provides accurate, up to date information.
13. Assists new consumers in learning about Center services, appropriate disability related laws, self-determination skills, benefit entitlement options, and the independent living philosophy.
14. Will perform data entry, data processing and other general clerical duties as requested.
15. Will obtain, reorder and organize informational materials disseminated by the Center to include but not be limited to Center intake packets, SSA Redbook, Transitional Services Directories, the video library, etc.
16. Provides accurate, appropriate information, makes appropriate referrals to other Center staff and other appropriate community agencies.
17. Effectively assist in the preparation, distribution and uploading of informational materials including, but not limited to the Center's newsletter, web site, social media sites, etc. as directed.
18. Effectively works with other identified staff in the planning and implementation of the ACCES-VR Purchased Services Program administered by the Center.
19. Other duties as assigned by the executive or assistant director.