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| Job Title: | Program Coordinator |
| Employer: | Independent Living Council of Wisconsin, Inc. |
| FLSA Status: | Exempt |
| Employment Status: | Part-time; 30 hours per week |
| Reports To: | Chair of the Independent Living Council of Wisconsin |

Organization Summary

The Independent Living Council of Wisconsin (ILCW) is a non-profit corporation and is the Statewide Independent Living Council (SILC). ILCW is responsible for the development, reporting, and evaluation of the federal three-year State Plan for Independent Living (SPIL). The SPIL outlines how independent living funding is distributed for IL services statewide. Council members are appointed by the Governor to plan independent living services for people with disabilities in Wisconsin as they work to achieve the Independent Living Network's vision of "Full inclusion of people with disabilities in society."

Independent Living Centers (ILCs) are consumer controlled community-based, non-residential, non-profit agencies in the private sector. A majority of the staff and members of the governing boards and staff are people with disabilities. ILCs provide independent living services which include: information and referral; individual and systems advocacy; peer support; independent living skills training; and services that provide full access to community life for individuals with significant disabilities including, but not limited to, transition from nursing homes to the community and transition of youth into employment or postsecondary education. Each ILC can also provide additional services in response to identified community needs.

Position Description:

The Program Coordinator works for and reports to the Independent Living Council of Wisconsin (ILCW) to enhance independent living services throughout the state. The Program Coordinator works in collaboration with the Department of Health Services, ILCW's Designated State Entity (DSE). This position also works in collaboration with Wisconsin's eight independent living centers, and the Wisconsin Coalition of Independent Living Centers (WCILC).

The Program Coordinator is responsible for coordinating the development, implementation, evaluation, and reporting of the three-year State Plan for Independent Living (SPIL). This position is also responsible for related grant program and financial reporting to the Department of Health Services and the U.S. Department of Health and Human Services.

The Program Coordinator executes daily tasks including coordinating ILCW's quarterly and committee meetings, and administration of the Council's planning activities and operations.

Major Responsibilities:

To successfully perform this job, the individual must be able to perform each essential job function listed below satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

State Plan for Independent Living (SPIL) Coordination

- Collaborate with the Council in developing the SPIL in partnership with the eight Independent Living Centers.
- Collaborate with the Council, WCILC, and ILCs in conducting needs assessments of individuals with disabilities to identify gaps in independent living services for the SPIL.
- Collaborate with the Council to evaluate the effectiveness of the SPIL including developing timelines and evaluation of satisfaction of individuals with disabilities.
- Work with the Council on activities associated with the Wisconsin Rehabilitation Council and other entities as described in the SPIL.
- Coordinate public hearings as required for the SPIL.
- Develop SPIL action plan with the Council and provides updated reports. .
- Communicate with federal and state program officers.

Compliance

- Ensure compliance with all applicable state and federal statutory and regulatory requirements of the SPIL and State Independent Living Council.
- Ensure compliance with Wisconsin's open meeting law; posting open meeting notices, meeting agendas, and minutes to the Department of Administration (DOA) and Council's website, as well as related public locations.

Council Support

- Collaborate with Council Chairs and officers to set Council meeting dates, locations, and agendas.
- Coordinate Council quarterly and committee meetings; ensure in-person and virtual meeting spaces are accessible (meets Americans with Disabilities Act requirements) and reasonable accommodation requests by Council members are met. Meeting materials and teleconference setups must be in accessible formats.
- Arrange travel and lodging accommodations for Council members to attend quarterly meetings, committee meetings, and state and national conferences and trainings, including meeting rooms.
- Facilitate Council member orientation and training, following approved checklist and timelines.
- Maintain the ILCW Manual, policies and procedures, and by-laws, and review and update, as appropriate.
- Work with a contractor to maintain the Council's website.
- Work with the financial contractor to monitor Council budget, approve expenses, and provide financial reports to the Council.
- Work with the financial contractor to submit monthly grant expense reports to DHS via the Community Aids Reporting System (CARS).

- Collaborate with Governor's appointment staff on council member appointments, vacancies, and resignations.
- Submit annual Program Performance Report to U.S. Department of Health and Human Services.
- Provide daily financial information and annual audit preparation for the Council.
- Other duties as assigned.

Requirements:

Education/Experience

- Bachelor's or Associate's Degree in a related field is preferred
- An equivalent combination of education and experience may be substituted for the college degree
- Two years of documented experience working with people with disabilities or first-hand experience with a disability is required

Knowledge, Skills & Abilities

- Knowledge of the Independent Living Movement and Philosophy.
- Knowledge of accessibility requirements and implementation under federal and state laws regarding electronic accessibility and information communication technology.
- Understanding and ability to interpret non-profit financial statements
- Excellent computer skills with applied knowledge of Microsoft Office tools, QuickBooks, and video conferencing.
- Ability to occasionally travel throughout Wisconsin to attend state quarterly meetings, as well as out of state travel for conferences and training, including some weekend and overnight travel.

This position will primarily work Monday – Friday daytime hours.

The Independent Living Council of Wisconsin is committed to creating a diverse, equitable and inclusive environment, and is proud to be an equal opportunity employer.