



CENTRAL COAST  
CENTER FOR  
INDEPENDENT LIVING

Main Office - Monterey County, 318 Cayuga Street, Suite 208, Salinas, CA 93901

VOICE (831) 757-2968 | FAX (831) 757-5549 | ONLINE [www.cccil.org](http://www.cccil.org)

## **POSITION ANNOUNCEMENT**

**POSITION:** Case Manager  
**HOURS:** Full-time Regular 37.5 hours/week  
**LOCATION:** Santa Cruz County  
**SALARY:** \$17.00 hour, \$33,150 year

### **CENTRAL COAST CENTER FOR INDEPENDENT LIVING (CCCIL)**

CCCIL was established in 1984 for the purposes of to improving the lives of individuals with disabilities of all ages and all disabilities living in the tri-county area (Monterey, Santa Cruz and San Benito) by providing independent living services and service coordination. Our agency works to engage the disability community in jointly addressing the barriers that keep them from integrating back into community or remaining in community as an active and engaged participant.

### **JOB SUMMARY**

Position in the Independent Living Program based at a non-profit Center for Independent Living to provide direct services that promote the independent living philosophy of consumer control, equal access and equal opportunity for people with disabilities.

### **EXAMPLE OF DUTIES:**

- Conduct intake and assessments of all consumers seeking independent living services.
- Provide case management as requested by consumers and/or as required by funding sources.
- Provide the five core services: information and referral, IL skills training, peer counseling, individual and system advocacy, transition services. As well as other services such youth services, housing, transportation, and state and federal benefits.
- Conduct community training and in-services when appropriate.

- Implementation of outreach activities for the purpose of increasing the awareness of the CIL.
- Consumer data entry

This position is responsible for providing the one to one case management services to people with disabilities, conduct outreach and education, public speaking, and community advocacy services.

### **EXPERIENCE/KNOWLEDGE REQUIRED**

- BA/BS or 2 years of experience working with people with disabilities or other related social services field.
- Bilingual: English/Spanish
- Demonstrated knowledge of: Santa Cruz County, including community resources, cultural, and immigrant issues faced by people with disabilities
- Excellent organizational skills and attention to detail
- Competency in MS Office and Gmail
- Hands on experience in data entry

### **TO APPLY:**

Contact Veronica Alarcon, Administrative Assistant to request an application and any further information needed. She can be reached by phone by calling 831.757.2968 ext. 10 or via email at [valarcon@cccil.org](mailto:valarcon@cccil.org).

Due to the number of inquiries we receive, only candidates who have met the required experience and qualifications for this position will be contacted. No phone calls please. **Closing Date: November 30, 2018, 5:00 pm**

**THANK YOU FOR YOUR INTEREST.**

***CCCIL is proud to be an Equal Employment Opportunity employer.  
We value and seek diversity in our workforce.***