



JOB DESCRIPTION

POSITION TITLE: **COVID-19 Specialist**

POSITION CLASSIFICATION: **Short Term (ends September 30th, 2021)**
FULL TIME / NON-EXEMPT

SUPERVISION RECEIVED: Works under the direction and supervision of the Executive Director/Ocala Satellite Office Manager.

RESPONSIBILITIES

INCLUDE: The COVID-19 Specialist is primarily responsible for providing COVID-19 related services and operational supports for the CILNCF.

MAJOR JOB FUNCTIONS INCLUDE:

- Provide support for existing CILNCF services and operations impacted by the COVID-19 Pandemic.
- Provide operational supports for the delivery of food, PPE, sanitizing supplies, and other essential items to consumers who have access and functional needs related to the impact of the COVID-19 Pandemic.
- Provide COVID-19 specific Information and Referral and Advocacy services for consumers impacted by the COVID-19 Pandemic.
- Provide resources and support for affordable housing to consumers impacted by the COVID-19 Pandemic.
- Provide Rural Outreach Services to identify people with disabilities who are not CILNCF consumers and conduct COVID-19 assessments to identify and meet needs related to the impact of COVID-19 Pandemic.
- Collaborate with Emergency Management, Public Health and Safety agencies, Community Based Organizations, and Private Businesses to leverage resources and services to address the impact of COVID-19 on CILNCF consumers, staff, services and operations.
- Support and ensure all COVID-19 safety protocols and guidelines are followed within the CILNCF offices at all times.
- Adhere to all CILNCF reporting procedures and requirements through consistent and accurate record keeping, paperwork, documentation, etc. in a timely manner.
- Prioritize work effectively and maintain an organized work area.
- Perform other COVID-19 related duties as assigned.

QUALIFICATIONS:

- Experience working with persons with disabilities.
- Reliable transportation, current driver's license, and insurance for personal vehicles used while performing CILNCF work.
- Demonstrated ability of good verbal and written communication skills.



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- Demonstrated ability to build and maintain rapport with others.
- Ability to work with staff and consumers on a cross-disability basis.
- Ability to initiate projects and work independently.
- Computer skills and demonstrated ability to work in Word, Excel and Publisher.
- Understand the independent living philosophy and movement.