**MISSION STATEMENT**: To assist adults in attaining and maintaining their own unique independent living goals, and to promote and encourage citizenship of persons with disabilities in the Districts of Parry Sound and Muskoka.

**POSITION:** DIRECT FUNDING RESOURCE SUPPORT

**REPORTS TO:** Executive Director

**HOURS:** Part-Time (12 hours/week) / Wage appropriate for skill level

**POSITION SUMMARY**: To assist and support the Direct Funding Program Coordinator as required. To plan and carry out presentations with various community agencies or organizations. Working with people with multiple physical disabilities, assisting them with Direct Funding applications, and providing support and local resources.

**ORGANIZATIONAL DUTIES and RESPONSIBILITIES**:

* Promote the Direct Funding program through one-to-one meetings and community presentations.
* Assist interested consumers with enquiries and distribute the general information packages, the application material, and other related materials supplied by the Centre for Independent Living, in Toronto (CILT.
* Assist consumers with information, ie: completing service logs and applications
* Compiling information for statistical purposes for CILT and LHIN

**REQUIREMENTS / QUALIFICATIONS**:

* College Diploma or University Degree in Social Work or relevant field
* 2 – 5 years related work experience with people who have physical disabilities
* Knowledge of persons with multiple disabilities, independent living philosophy, challenges, and goals, to reach individual independence.
* Valid driver’s licence, insurance, and reliable vehicle
* Experience with Microsoft Office 365 (i.e.: Word, Excel, etc.)
* Excellent writing & communication skills
* Willingness to be part of a team and take direction
* Positive attitude, detail, and consumer oriented with good multitasking and organizational skills

All employees are subject to a Police Check by the OPP upon hiring.

RISE is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. RISE is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RISE are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the Ontario Human Rights Code and Employment Standards Act. RISE will not tolerate discrimination or harassment based on any of these characteristics. People with lived experience of disability are encouraged to apply.