



T H E C I L

JOB ANNOUNCEMENT

Position: Universal Living Well Facilitator
Hours: Part-time, (20 hours/week)
FLSA: Non-exempt
Supervisor: Deputy Director
Location: Berkeley

Who We Are

Founded in 1972 in Berkeley, California, the Center for Independent Living (The CIL) emerged from the Independent Living movement of the 1960s as a powerful force in helping people with disabilities achieve their independence. The CIL is the model for hundreds of Independent Living Centers throughout the U.S. and the world.

What We Do

The CIL directly serves about 1000 individuals each year. Services include peer counseling, assistive technology consultation and training, employment services, travel training, a residential access program that provides simple equipment allowing seniors and people with disabilities to stay in their homes, systems change advocacy, work and benefits counseling, and a Living Well with a Disability curriculum that helps seniors with aging related physical and mental disabilities remain productive, healthy and engaged. The CIL's Information and Referral staff provide specialized, in depth connections to resources to an additional 5000-6000 people a year.

Our Guiding Principles:

- Comprehensive programs most effectively meet the needs of people with disabilities
- People with disabilities are the best experts on their lives
- The strongest and most vibrant communities are those that include and embrace disability

Summary: A Universal Living Well Facilitator encourages and supports people to engage in healthy living. Although physical health is part of a person's wellness, the Universal Living Well Facilitator will conduct workshops and is responsible for completed all required paperwork and reports required by the funder. The primary focus of the Facilitator will be to inspire individuals to develop a sense of personal purpose which is activated in their daily life. CIL will train the right candidate.

Essential Functions:

- Delivering effective, interactive workshops that result in participants clearly defining a sense of purpose and learning how to activate it in their daily life
- Facilitating purpose workshops with goals of improving individual's well-being
- Use provided materials to ensure consistent and standardized delivery and participant experience
- Provide input on program revisions and improvements
- Collect participant evaluations after each workshop
- Model a life committed to improving well-being

Qualifications:

- Able to articulate their own life purpose and how their life story demonstrates living out that purpose
- Experience facilitating, managing and engaging in a group
- Excellent communication and facilitation skills exhibited by the ability to effectively and efficiently present information
- Enthusiastic about engaging and inspiring individuals to discover their purpose

- Have the ability and willingness to interject personal stories and experiences into workshop dialogue and elicit stories and experiences from others
- Good listening and interpersonal skills
- Knowledge and ability to use questioning as a means to encourage discovery within individuals
- Flexibility and willingness to travel

Required:

- Excellent oral and written communication skills
- Knowledge and experience with computer use, including Microsoft Office
- The ability to maintain First Aid and CPR certification
- Complete Living Well Training and received certification
- CIL will train the right candidate

Physical Demands:

- Must be able to remain in a stationary position 50% of the time
- Must be able to communicate and exchange accurate information via telephone, email and in person with community members
- Travel to other agencies and organizations

Application Procedures:

1. Send your resume to hr@cilberkeley.org.
2. Announcement may close at any time. Reply as soon as possible.
3. NO PHONE CALLS PLEASE!

If you need reasonable accommodation for any part of the application and hiring process, please notify the People and Organizational Development Manager at (510) 841-4776 X3150 or email hr@cilberkeley.org.

Determinations on requests for reasonable accommodation will be made on a case-by case basis.

CIL Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran.

Persons with disabilities, veterans, women and minorities are encouraged to apply.

CIL is an E-Verify participating employer.

As part of the employment process at the Center for Independent Living, we will request that you complete financial disclosure forms. This information is required to be gathered from all new employees to comply with certain New Market Tax Credit program requirements, under which program the Center for Independent Living has benefited. All information submitted will be kept strictly confidential.