

AccessAbility

Job Descriptions

Employee Positions

Independent Living Specialist

Position Summary

AccessAbility is seeking an engaging, compassionate, and highly adaptable Independent Living Specialist to provide education, instruction, and individualized support to youth and adults with disabilities. The Independent Living Specialist helps individuals develop the skills, knowledge, confidence, and self-advocacy needed to pursue greater independence in school, work, and adult life.

Approximately 90% of this position involves facilitating classroom-style workshops for students with disabilities in school settings throughout the Lowcountry and some areas of the Upstate of South Carolina. Workshop topics may include independent living, work readiness, self-advocacy, communication, and other skills related to future success and independence.

The remaining portion of the role involves providing one-on-one support to youth and adults with various developmental disabilities. Individualized support will vary based on each consumer's needs, goals, abilities, and interests and may include basic independent living skills, work readiness, self-advocacy, communication, organization, and other relevant life skills.

The ideal candidate is comfortable both leading a classroom and working individually with consumers; communicates effectively; builds positive relationships; recognizes individual needs; and adapts instruction and support to different learning styles and abilities.

Essential Responsibilities

Workshop Facilitation & Classroom Instruction — Approximately 90%

- Deliver prepared curriculum in an engaging, interactive, and accessible workshop format for students with disabilities.
- Facilitate lessons and activities related to independent living, work readiness, self-advocacy, communication, personal development, and other skills that support greater independence.
- Create a positive, supportive, and engaging classroom environment that encourages participation and learning.
- Adapt curriculum, activities, and instructional approaches to meet different learning levels, abilities, communication styles, and support needs.
- Read and respond appropriately to verbal and nonverbal communication and classroom dynamics.

- Use interactive activities, discussion, storytelling, presentation, and other creative instructional techniques to support learning.
- Develop and/or contribute activities, resources, tools, and other materials that enhance program delivery.
- Deliver curriculum accurately and consistently according to established structure, sequence, and timelines.
- Build and maintain professional relationships with teachers, schools, community partners, students, and other stakeholders.
- Represent AccessAbility in a professional and positive manner.

Individualized Independent Living Support

- Provide one-on-one instruction and skills training to youth and adults with disabilities.
- Identify practical skills and areas of support based on each consumer's needs, abilities, goals, interests, and learning style.
- Provide individualized instruction in areas that may include basic independent living, work readiness, communication, self-advocacy, organization, problem-solving, decision-making, and related skills.
- Encourage confidence, self-determination, independence, and self-advocacy.
- Adapt instruction to the individual's communication style, learning needs, and level of support.
- Complete appropriate documentation, session notes, data collection, and other program deliverables.
- Communicate relevant information and progress with supervisor and appropriate team members.

Communication, Documentation & Program Support

- Communicate regularly with supervisor and AccessAbility team regarding scheduling, student/consumer needs, program delivery, and follow-up.
- Complete required documentation, session notes, data collection, and program deliverables accurately and on time.
- Manage time and scheduling effectively across school-based workshops, office responsibilities, and individual appointments.
- Collaborate with teachers, school personnel, families, community partners, and AccessAbility staff as appropriate.
- Participate in required training, meetings, observations, and professional development.
- Perform other duties and assignments within the scope of the position.

Required Qualifications

- Experience working directly with people with disabilities in educational, community, employment, or support settings.
- Experience working with youth and/or young adults with disabilities.
- Demonstrated experience facilitating, teaching, presenting, or leading groups.
- Strong public speaking and verbal communication skills.
- Ability to build positive, respectful relationships with students, consumers, educators, families, coworkers, and community partners.
- Ability to adapt communication, instruction, and support to different abilities, learning styles, and support needs.
- Strong organization and time-management skills.
- Ability to work independently while maintaining clear communication and collaboration with the AccessAbility team.
- Reliable transportation and ability to travel to designated schools and community locations as required.
- Comfort using technology, including email, Google Workspace, internet-based platforms, and classroom presentation technology.

Preferred Qualifications

- Bachelor's degree or higher in Education, Special Education, Human Services, Social Work, Psychology, Counseling, Communication, Theatre, Rehabilitation, or a related field.
- Experience providing one-on-one instruction, coaching, mentoring, or skills training.
- Experience in independent living, transition services, vocational rehabilitation, special education, disability services, or related fields.
- Experience supporting students as they prepare for greater independence and adult life.
- Experience developing or adapting curriculum and educational materials.

Key Skills & Attributes

- Engaging facilitator
- Strong communicator
- Adaptable educator
- Relationship builder
- Active listener

- Creative thinker
- Organized professional
- Independent worker

Work Environment

This is a field- and office-based position. The majority of work takes place in school settings through classroom-style workshops, with the remainder involving one-on-one support in the AccessAbility office, schools, or other appropriate community settings. Regular travel within the service area is expected.

Other Requirements

- Successful completion of an SLED background check.
- Reliable personal transportation.
- Professional references.
- Demonstrated facilitation, teaching, and/or public speaking experience.
- Interview and practical demonstration/mock presentation as part of the selection process.

Position Details

- Position Type: Part-Time Employee
- Schedule: Monday–Friday, primarily during the school year
- Hours: Approximately 15–30 hours per week
- Work Location: Designated schools, AccessAbility office, and appropriate community settings
- Pay Range: \$20–\$25 per hour, based on experience and qualifications
- Mileage Compensation: Available for approved work-related travel
- Additional Compensation: Bonus opportunities may be available

Equal Employment Opportunity

AccessAbility is an equal opportunity employer and is committed to providing an inclusive and welcoming work environment. Employment decisions are made without regard to protected characteristics under applicable law.