



DISABILITY CONNECTION MIDSOUTH  
1000 South Cooper Street  
Memphis, TN 38104  
901-726-6404  
[www.disabilitymidsouth.org](http://www.disabilitymidsouth.org)

# Independent Living Specialist Job Description

Close Date: May 10, 2026

## About Disability Connection Midsouth

Disability Connection Midsouth (DCM), Memphis' Center for Independent Living, is a nonprofit organization that connects people with disabilities to the services and supports needed to be independent and involved citizens. For over forty years, DCM has advocated, educated, and united our community. The Center works with individuals to eliminate barriers, educating neighbors to end fear and ableism. Our mission is to facilitate the full integration of people with disabilities into all aspects of community life. We envision a community where everyone is welcome.

## Role Overview:

The Independent Living Specialist (ILS) selected will begin a three calendar month probationary period where they will receive hands-on lessons and Independent Living training. This position is part-time, and will report to the Co-Executive Directors. The individual in this position's primary responsibilities are to assist DCM's consumers with developing and completing goals for independence, individual and system advocacy. The specialist will assist in tracking goals and services by providing peer support, role modeling, information, referral and advocacy as needed.

## Responsibilities:

list of 6 items

- Assist consumers with developing short and long term plans to overcome barriers because of a disability to achieve the consumer's goals.

- Educate Consumers about local resources in housing, transportation and benefits.
  - Provide peer support, skills training, benefit advice, and information and referral.
  - Maintain accurate database records, intake data, individual services provided, goals created by consumers, notes of consumer progress and activity.
  - Participate in DCM's weekly staff meeting and assist co-workers.
  - Build a trust relationship with consumers and provide exceptional customer service through active listening, encouragement, peer support, motivational interviewing and self-advocacy training.
- list end

#### Location and Commitments:

list of 3 items

- Permanent part-time role based at 1000 S. Cooper, Memphis TN.
- Monday through Friday 4 hours per day totaling 20 hours per week. A hybrid work schedule, will be considered, some hours from a home office following the probationary period
- Occasional flex time will be required for public events, training and meetings.

list end

#### Requirements:

list of 6 items

- College degree, or Equivalent work experience
- Friendly and personable attitude, and able to work as part of a team.
- Excellent time management and organizational skills.
- Proficient with Google Workspace.
- Good communication skills, writing and reporting skills.
- Direct experience with disability.

list end

#### Desirable:

list of 3 items

- Knowledge of the Independent Living movement and philosophy.
- Previous experience in living or working with persons with disabilities.
- ASL or Spanish language skills

list end

Disability Connection Mid-South is proud to be an equal opportunity and Affirmative Action employer. We are committed to diversity and inclusion in the workplace. We do not discriminate nor harass based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age or any other protected characteristics as outlined by federal, state, or local laws.

Disability Connection Mid-South also complies with the ADA, and is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you require assistance or an accommodation due to a disability, you may contact Tim Wheat at [timw@disabilitymidsouth.org](mailto:timw@disabilitymidsouth.org) 901-726-6404 ext. 117 or Christina Clift [christinac@disabilitymidsouth.org](mailto:christinac@disabilitymidsouth.org) 901-726-6404 ext. 108.

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