



Job Description –Low Vision Program Independent Living Specialist

EMPLOYER INFORMATION

Name: Center for Independence, Inc.
Address: 740 Gunnison Ave., Grand Junction, CO 81501
Phone: 970-245-0315
Email: info@cfgj.org

About the Center for Independence

The Center for Independence (CFI) is a nonprofit organization that supports individuals with disabilities in achieving greater independence and self-determined lives. Based in Grand Junction, Colorado, we are dedicated to the principles of the Independent Living philosophy and serve all disability populations and age groups. We create inclusive communities by providing advocacy, skills training, information and referral, peer support, and transition services.

EMPLOYMENT ELIGIBILITY

Job Title: Low Vision Program IL Specialist
Special License/ Certification / Degree Required: Yes No
Driver Status: Essential Marginal None
Job Code #:
Department: IL and OIB
Reports To: Director of Programs over OIB
Job Location: Grand Junction
Start Date: March 2026
Status: EXEMPT NON-EXEMPT
Job Type: Full Time Part Time Independent Contractor Intern – Paid Work
Experience (PWE)
of Hours per week: 20 to 24

COMPENSATION/BENEFITS:

Salary: \$19 an hour
Paid time off



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Health insurance reimbursement is available after 60 days of employment.

CFI offers 13 paid holidays per year.

Retirement 403(B) Pension Plan is available immediately for employees to contribute to, with a 3% match after 90 days.

Must be able to pass the Federal background check for access to confidential records.

JOB DESCRIPTION

The Older Blind and Low Vision Independent Living Specialist provides comprehensive Independent Living (IL) services, assistive technology training, and community education to individuals who are blind or have low vision. This position supports the federally funded Older Individuals Who Are Blind (OIB) program for individuals 55 and older, and Low Vision Technology services for individuals 54 and under.

Services are delivered throughout the organization's 12-county service area and are designed to help individuals maintain or increase independence in their homes and communities through consumer-directed services, adaptive skills training, and access to assistive technology.

ESSENTIAL DUTIES

Duties essential to the position include, but are not limited to;

- Provide Information and Referral (I&R) to internal programs and community resources with follow-up support.
- Conduct intake, assessments, and develop Independent Living Plans (ILPs) in collaboration with consumers
- Provide ongoing case management and follow-up at least every 90 days to assess progress and outcomes
- Deliver core Independent Living services and skills training
- Facilitate peer support groups and develop related materials and lesson plans

Assistive Technology & Low Vision Services

- Conduct assistive technology evaluations and provide individualized training
- Demonstrate and train consumers on adaptive devices and software, including screen readers, magnification tools, OCR, and accessibility applications
- Provide follow-up support to ensure effective use of technology
- Assist in maintaining and organizing the Low Vision Technology Demonstration Lab and equipment



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- Research and stay current on emerging assistive technologies and accessibility tools

Outreach, Education, and Community Engagement

- Provide workshops, trainings, and presentations to community partners, senior centers, and service providers
- Develop educational materials and resource guides
- Promote awareness of services for individuals with vision loss throughout the service area
- Build and maintain relationships with community partners and referral sources

Compliance, Documentation, and Reporting

- Maintain accurate and timely consumer service records in CIL Suite and other required databases
- Ensure compliance with federal and state OIB program requirements
- Safeguard all Personally Identifiable Information (PII) and maintain confidentiality
- Complete monthly reports and assist with data collection for grant reporting and program evaluation

Collaboration and Organizational Support

- Collaborate with IL staff to coordinate services and ensure continuity of care
- Participate in staff meetings, trainings, and approved professional development
- Perform other duties as assigned to support program and organizational goals
- All other duties as assigned

QUALIFICATIONS / REQUIREMENTS

Minimum Qualifications

- Experience working with individuals who are blind or have low vision.
- Knowledge of Independent Living Philosophy and consumer-directed services.
- Familiarity with assistive technology for individuals with vision loss.
- Strong communication, training, and interpersonal skills.
- Proficiency with Microsoft Office and database systems.
- Ability to travel within the 12-county service area.
- Strategic thinking and adaptability.
- Able to shift gears as the requests from the Director/CEO change.
- Work well with limited supervision.
- Able to work in a team and collaborate with other agencies.



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- Attention to detail.
- Strong organizational skills.
- Ability to multitask.

Preferred Qualifications:

- Degree in Rehabilitation, Human Services, Special Education, Occupational Therapy, or related field Preferred
- Experience with JAWS, ZoomText, Dragon NaturallySpeaking, screen magnification, and OCR tools
- Experience working with older adults
- Bilingual (English/Spanish or ASL) strongly preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

To successfully perform the essential functions of this job, the employee needs to be able to perform the following physical demands. *Reasonable accommodations may be provided to enable a qualified candidate with a disability to perform the essential functions of the job.*

- Frequently required to sit for long periods while utilizing computers or conducting interviews. Occasionally required to stand and/or walk.
- Communicate in English, including, reading and writing.
- Work setting: Shared Office Space.
- Work in a work environment with a moderate noise level.
- Frequently lift 1-20 pounds.
- Operate a CFI vehicle to travel to designated appointments, meetings, and trainings.

Important Notes

- This position is a part-time, fully benefited position.
- Office hours are:
 - Monday through Thursday 8:00 am – 5:00 pm
 - Fridays 8:00 am – 2:30 pm
 - Office closes daily from 12:00 pm – 12:30 pm for lunch
 - Schedules will be set between those times
- Background and reference checks are conducted

CFI Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and



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inclusive work environment. All interested individuals, people of color, LGBTQ+ folx, women, and those with multi marginalized identities are particularly urged to apply. For more information on our diversity, equity, and inclusion efforts visit our website.



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If you are applying for a position with CFI, please read and acknowledge understanding of the following:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CENTER FOR INDEPENDENCE (CFI) AND THE INCUMBENT IN OR PERSON APPLYING FOR THE POSITION. CFI is a licensed, non-profit organization in the State of Colorado, and operates in accordance with Colorado and applicable Federal law. ***CFI IS AN AT-WILL COMPANY.*** Nothing in this position description restricts CFI's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects CFI's assignment of essential functions and features of the job that has been described. It does not prescribe, limit or restrict the tasks that may be assigned. Those features may change at any time due to reasonable accommodation, as the needs of CFI change or other reasons deemed appropriate by CFI leadership.

I have read the job description and acknowledge I have these skills and agree to follow the job description.

Printed Name of applicant: _____

Signature / Date: _____

The supervisor's signature confirms that they reviewed the job description with the employee.

Supervisor Signature / Date: _____

CEO Signature / Date: _____