



**LOV Inc.  
Disability Inclusion Case Manager  
Job Description**

**LOV Inc.** is a small nonprofit organization based in Madison, Wisconsin with programs reaching 20 Wisconsin counties. Our mission is to unite people with developmental disabilities and their families to engage and build their best lives. Our staff is dedicated and focused on doing the best work we can each day. We seek a motivated, fun-loving, caring, and enthusiastic member to join our Bridge Builder Project team! We are hiring a Disability Inclusion Case Manager, known internally as a Bridge Builder, to partner with individuals with a variety of disabilities as they build a future by exploring their interests and dreams. This position is based in Madison, WI.

**What is the Bridge Builder Project?**

The Bridge Builder Project is an initiative of LOV Inc., a family-led, grassroots organization for individuals with disabilities. Disability Inclusion Case Managers are paid staff who support individuals to identify personal interests and goals, become more independent, and make lasting, natural connections in community settings. Bridge Builder Project members/participants are individuals with disabilities.

**The Disability Inclusion Case Manager will work to:**

- Discover short- and long-term goals of members and creatively challenge and engage them to work toward those goals
- Facilitate members to discover and build authentic relationships
- Support individuals to find valued roles in their community
- Assist members to develop skills necessary for a full and more independent life

**Overall duties of the Disability Inclusion Case Manager will include:**

- Build relationships with members, their families, and close supporters
- Support members and their teams to discover and set goals, and then create an action plan to achieve them
- Work with members to build skills that will increase their independence at home, work, and/or in the community
- Actively seek out community connections (clubs, game groups, service groups, gyms) with and for members; cultivate and maintain community partnerships to facilitate inclusion (such as The Bodgery, Game Universe, and public libraries)
- Facilitate authentic relationships between members and others in the community
- Facilitate group meetings to build community among members

**Examples of goals Bridge Builder Project Members work on:**

- Joining a club based on an interest or passion, such as Dungeons & Dragons
- Discovering a place of belonging in the art world, tech world, horse world, etc.
- Finding a community to contribute to through civic engagement or volunteering
- Creating and maintaining a personal calendar and schedule
- Building and maintaining friendships inside the LOV community and in the broader community as well
- Increasing independent living skills, such as grocery shopping, transportation, and budgeting money

**Reports to:** LOV Inc. Bridge Builder Project Manager

**Salary:** Salary starts at \$42,000-45,000, based on experience, includes health benefits and paid time off; full-time position

**Working conditions:**

- Varied work hours, including frequent evenings and occasional weekends, based on the needs of members and community organizations
- Meeting with members in their homes, which requires tolerance of varied lifestyle choices and beliefs
- Frequently transporting members in personal vehicle
- Moderate physical activity for up to 60 minutes
- Varied community interaction based on members' goals; may include interaction with values-based community groups, including spiritual/faith communities.

**Required qualifications:**

- Must have a vehicle, driver's license, and car insurance
- Able to pass a WI Caregiver Background Check
- Strong interpersonal communication skills—written and verbal—and ability to work with people of a variety of backgrounds, bilingual preferred (English and Spanish)
- Comfort with a variety of computer programs and software or willingness to learn
- At least two years of experience working with individuals with disabilities

**LOV Inc. is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Employees of LOV Inc. work with individuals with a variety of disabilities from various backgrounds across race, social class, and language. This employee will build rapport with individuals of color, individuals from low-income families, individuals who are culturally and linguistically diverse, and individuals who are LGBTQIA+ to ensure they live a self-determined and person-centered life.

**To Apply:** Complete our [application form here](#). Application period is open until February 14, 2025 or until the position is filled.