

Individual & Family Advocate

1 Full-Time (FTE), 12-month position

Salary Negotiable

Please apply online: <https://communityadvocates.org>

Position Description:

The Individual & Family Advocate provides person-centered advocacy supports and services to individuals with intellectual and developmental disabilities (IDD). Advocacy supports and services work to engage equitable accommodations through comprehensive collaboration, informative dialogue, resource accessibility, and social justice representation to improve community and self-determination experiences and outcomes for individuals who experience IDD.

Essential Functions:

Advocacy

- Collaborate with individuals/families to identify gaps in service needs to advocate for appropriate person-centered supports and services.
- Connect individuals/families to resources, programs, and trainings to foster and promote access to disability supports and services.
- Adherence to confidentiality, verbal and written, is required in all aspects of the agency.
- Driving/travel to and from events/meetings as scheduled is required.

Community Relations

- Foster positive community networks, attend community-based functions, attend agency outreach/program functions, and maintain working knowledge of disability resources and initiatives.
- Represent The Arc CA's mission & values in an equitable and person-centered manner at all times during internal and external communications regarding the agency and its constituents.
- Inform, educate, and advocate stakeholders on The Arc CA and the individual rights of individuals who experience disabilities/IDD.
- Driving/travel to and from events/meetings as scheduled is required.

Reporting

- Maintain timely, complete, and accurate client database system as provided by The Arc CA. Provide status reports to The Arc CA as requested.
- Provide documentation or information as requested to stakeholders per agency policy, procedures, and/or specific leadership guidance.

Skills & Knowledge

- Ability to champion diverse viewpoints and experiences. Ability to communicate solutions-based and person-centered, approaches to complex topics. Ability to build rapport and maintain effective relationships with agency stakeholders.
- Experience in special education, disability services, advocacy, casework, and community bases services programs. Experience or knowledge of local program services preferred.
- Lived experience with individuals who experience disabilities/IDD.
- Completion of various training and professional development, virtual or in-person, required.
- Minimum 2 years related experience in disabilities and/or education field required. Comparable degree or certification may be considered in lieu of experience.

- Maintain: current/valid driver's license and current automobile insurance required.
- Pass all pre-employment screenings.

Job Requirements:

- The Individual & Family Advocate will have strong knowledge of and functional experience in public service systems. Demonstrated willingness to engage, partner, and collaborate with community agencies to achieve mutually beneficial and equitable outcomes for individuals who experience a disability/IDD. Competence in navigating conflict, confidentiality, communication styles, policies, procedures, and documentation. Frequent travel, participation in professional development, community outreach, and networking are required. Minimum 2 years related experience in disabilities and/or education field required. Comparable degree or certification may be considered in lieu of experience.