

Position Posting

The Work: Individual and Family Advocate

Organization: The Arc Community Advocates

Classification: Full-time (possible to flex as a 10-month/school-year contract)

Compensation: \$16 - \$18 hour, commensurate on experience.

The Arc Community Advocates exists as an advocacy organization to make it possible for each person with a developmental and or intellectual disability to participate fully in all aspects of community and to support the effort of everyone to determine his/her own future.

Position Description:

The Individual and Family Advocate will support, advise and/or refer individuals with intellectual or developmental disabilities and their families in their pursuit of the most inclusive life possible. Duties will include Individual, Family, and Special Education Advocacy. We provide Educational Advocacy across 6 counties and travel should be expected. This advocate will work within the advocacy team.

Job Description:

- Work with clients to identify needs and plans through comprehensive client case review for addressing those needs to ensure individuals and families receive the appropriate support and services with a focus on long-term and transition planning.
- Network with community agencies to build positive relationships to foster collaborative partnerships and referrals, as appropriate.
- Provide training and support to individuals and families in order to foster self-advocacy in the disability sector and the community at large.
- Responsible for complete and accurate maintenance of all client data utilizing current collection methods.
- Active participation in team advocacy efforts for collaboration and sharing of information and community resources in order to problem solve and best meet their needs of our members.
- Attend community-based meetings, workshops, and seminars to maintain a working knowledge of community and disability resources.
- Attend required trainings as part of professional development and as directed by the Executive Director.
- Attend agency functions including annual meeting, fundraisers and special events, board meetings (as needed).
- Work as team to enhance our services and trainings.
- Participate in community outreach and engagement to promote agency and services.
- Provide data for new grants and grant reporting through detailed data reporting and other research.
- Submit drivers license and proof of auto insurance annually.



Qualifications:

- A passion for supporting people who have been marginalized to have lives of meaning and contribution.
- Ability to utilize a *Person Centered* approach with all of our stakeholders.
- A bachelor's degree or three years' experience in a related field. Prior experience in education and advocating for people with developmental disabilities is preferred.
- Ability to bring together a wide variety of ideas and viewpoints using a solutions'-based approach for complex issues.
- Relates well to a diverse population, builds appropriate rapport and builds constructive and effective relationships.
- Is able to communicate clearly and succinctly in a variety of communication settings/styles.
- A working knowledge of Special Education processes, laws, and statutes is preferred.
- Technologically proficient in all Microsoft Office platforms and sufficient computer knowledge to utilize additional equipment, programs, and databases.

**Please submit resume and cover letter to the
Sheldon Schwitek, Executive Director
sschwitek@communityadvocates.org
269-330-2305**