***Director of Adult Advocacy***

*(\*please note that this title may change as the organization continues to grow and develop)*

**Organization:**The Arc- Jefferson, Clear Creek & Gilpin Counties

**Department/Group:** Advocacy Team

**Organization Type:**501(c) (3)

**Location:**Based at The Arc’s office with regular off-site responsibilities

**Position Type:** Full time, exempt position. Some nights and weekends are required. Expected to engage in rotating 24/7 on-call guardianship responsibilities.

**Reporting:** Reports to Executive Director

**Accountability:** Accountable to people served by The Arc and our entire staff team

**Background and Position Description**

Founded in 1961, The Arc- Jefferson, Clear Creek & Gilpin Counties is one of more than 650 chapters of The Arc across the United States. We are a part of the largest national organization of and for people with intellectual and developmental disabilities (I/DD) and their families, promoting and protecting their human rights and actively supporting their full inclusion and participation in the community throughout their lifetimes. We foster respect and access, giving people with I/DD the power to achieve their dreams. The advocacy team provides empowerment through Individual Advocacy for individuals and families who need individual support and information, Trainings to provide group educational opportunities, and Systemic Advocacy to help shape or change policies and procedures that affect people with I/DD. The Arc-JCC&G sponsors, supports, and advises local chapters of Speaking for Ourselves and People First.

**Job Description**

This Director of Adult Advocacy will focus time, attention, and skills towards ensuring that The Arc of Jefferson, Clear Creek, and Gilpin Counties delivers exceptional advocacy supports to community members with I/DD, with a focus on adults. This position collaborates with a co-director and engages in mentorship and supervisory activities. Because of your extensive experience and regardless of any reporting relationship, you will also be expected to engage in training and supporting Adult Advocates to provide individual advocacy in alignment with our mission, vision, values and peoples’ individual preferences and needs.

**Individual Advocacy (for individuals and families in need of tools and resources to overcome obstacles and move in the direction of their own choosing):**

* Provide advocacy at the appropriate level to individuals with I/DD and family members/guardians as cases are referred to you.
* Empower, inform, guide, and educate individuals with I/DD to strengthen their advocacy skills.
* Engage in creative supported decision-making and person-centered problem solving on issues such as housing, employment, social security, relationships, and pregnancy/parenting.
* Support people in navigating complex benefits systems and connect individuals to appropriate community resources.
* Explore future planning and identify available community resources, agencies, and services appropriate for meeting the identified needs of adults with I/DD.
* Provide advocacy in legal setting without providing legal advice. This advocacy may be for victims, survivors, and/or alleged perpetrators.
* Understand assessments and reports and articulate their meaning to individuals with I/DD and others, explaining how they relate to the individual’s needs.
* Keep abreast of best practices in advocacy, both in Colorado and in other states.
* Keep abreast of the latest laws and regulations, advances in technology, and best practices in supporting individuals with I/DD.
* Maintain up-to-date information regarding advocacy interactions in The Arc’s database; use data to inform The Arc’s programs, including training and systemic advocacy.
* Embrace and promote The Arc’s Core Values and Guiding Principles.

***Advocacy Requests***

***Supervisory/Mentorship Role:***

* Oversee and participate in the Adult Advocacy Intake/Request Process to promote advocacy learning, understanding, and ensure appropriate responses to community needs.
* Support Adult Advocates to review and respond to advocacy requests in a thoughtful and timely manner.
* Provide mentorship and case consulting supports to team members.
* Provide direct supervision and mentorship to the Advocacy Support Coordinator.
* Work collaboratively with the other Directors to inform the use of data and project management systems (for example, Wufoo, Penelope, Apricot, and Asana) to ensure information is captured and used in alignment with our mission, vision, and values. Ensure team members are tracking and using data consistently.

**Trainings and Advocacy Outreach:**

* Communicate with Advocacy Team about trends and opportunities for new trainings. Collaborate with team on the creation and implementation of these trainings/opportunities.
* Help Identify and communicate opportunities for professional development for all Advocates.
* Ongoing development and implementation of existing community trainings such as Crisis Intervention Training and Information for Community Centered Boards.

**Self-Advocacy Support*:***

* Uphold the values of self-determination and empowerment; support people to speak for themselves.
* Co-Direct and engage in all self-advocacy group advisory duties; this includes some evening and weekend responsibilities.
* Coordinate the review and update of guidelines for advisors for People First of Jefferson County, with support of People First participants. These guidelines must be approved by People First members.
* Co-Lead the coordination and planning of self-advocacy events with team support.
* Collaborate with other chapters on self-advocacy initiatives across the region and state.
* Stay abreast of issues and advances in the self-advocacy movement and share this information to support The Arc’s growth in this area.

**Systemic Advocacy (to help shape or change policies and procedures that affect people with I/DD):**

* Participate in committees of interest in collaboration with co-director.
* Share committee information and developments with the advocacy team.
* Build and maintain relationships with stakeholders/community partners.
* Stay abreast of systemic changes and trends to better inform individual advocacy; offer feedback to appropriate entities and committees as these changes and trends are being developed and discussed.

***Porchlight, a Family Justice Center:***

* Participate in The Arc’s onsite rotation, responding to the advocacy needs of victims and survivors with I/DD who are served at PorchLight.
* Build community partnerships in an effort to connect survivors with I/DD to necessary resources and supports.
* Participate in the Porchlight weekly onsite partnership meeting when appropriate.

***Wheat Ridge Regional Center (WRRC):***

* Participate in both proactive and responsive advocacy, to meet the needs of people who reside at WRRC.
* Participate in meetings, committees, and activities of WRRC parents/advocates as needed.
* Maintain working knowledge of processes related to regional centers/intermediate care facilities (ICF) and other relevant agencies.
* Regularly engage in supportive discussions with interdisciplinary teams and ICF Staff, including medical staff, Speech Therapists, Behavior Therapists, Occupational Therapists, Nutritionists, and Executive Leadership.
* Assisting people to transition from care of the WRRC into the community, per the persons’ preferences and needs.

**Guardianship and Medical Proxy:**

* Understand The Arc’s current role in both Guardianship and Medical Proxy.
* Develop and collaborate with team members to create a sustainable system for The Arc.
* Act as Primary Guardian Representative for a person for whom the Arc-JCC&GC is legal guardian; develop a relationship with this person through regular visits, attending medical appointments, IPP Meetings, creating and presenting quarterly reports to the Guardianship Committee, coordinate with the Guardianship Committee and Executive Director to engage in official decision-making duties, and complete court related documentation.
* Responsible for sharing and attending to 24/7 on call rotation needs; this role is equally shared by all members of the advocacy team.
* Participate in report development and meetings of The Arc’s Guardianship Committee.

**Other:**

* Other duties as assigned.

**Preferred Knowledge, Skills, and Qualifications**

**Qualifications**

* A bachelor’s degree and a minimum of five years’ experience in the field of I/DD, specifically with Adults OR at least seven years’ experience working with adults with Intellectual Disabilities, working in systems and programming.
* Experience leading project teams and mentoring/supervising team members.
* Extensive knowledge of the intricacies of the systems that support people with IDD; must be able to mentor others in this area to enhance their knowledge
* Experience engaging with people with I/DD in supported decision-making.
* Ability to work a flexible schedule including some evenings and weekends.
* Valid Driver’s License, reliable transportation, and car insurance required.
* Commitment to supporting a culture of continuous improvement.
* Commitment to the mission, vision, values, and work of The Arc.
* Expertise in thoughtful oral and written communication with colleagues, community partners, and team members.
* Experience advocating with and for people with I/DD.

**Knowledge and Skills**

* Ability to listen and take direction from people with I/DD; experience interacting, speaking with, and demonstrating a respectful and accessible approach to communication during interactions.
* Ability to gather and synthesize information and resources and adjust the presentation of this information based on a person’s comprehension and preferences. Ability to present information clearly in writing, orally, visually, etc.
* Must have a high degree of self-awareness and a willingness to continually improve communication.
* High level or organizational and prioritization skills; ability to hear, understand, and prioritize people’s advocacy needs.
* Excellent research and resourcing skills; creative problem solving.
* Knowledge of the interconnectedness of federal, state, and local programs/systems; Knowledge of programs, services, and benefits in Colorado including HCBS Medicaid Waivers and Social Security benefits.
* Ability to hear and digest constructive criticism; advocacy is a continuous learning experience.
* Multi-tasking is critical; must be able to tend to multiple tasks and stay organized.
* Basic understanding of mental health first aid and willingness to engage in additional training.
* Exercise best practices in person-centered disability etiquette in alignment with The Arc’s values.
* Ability and willingness to foster professional, authentic relationships with self-advocates.
* High level of ability to set personal and professional boundaries; ability to effectively communicate with team members re effectiveness and sustainability of guardianship on call system.
* High degree of flexibility and ability to collaborate with team members to ensure on call needs are always met.
* Collaborative approach to supporting people with I/DD; ability to foster collaboration between professionals/team members.
* Ability and willingness to engage in trauma informed training; ability to support and engage with people with I/DD who are survivors and victims of abuse and trauma.
* Ability to work independently with regular team interaction/collaboration.

**Compensation/Benefits**

This position is a full-time, exempt position with a starting salary range of $60-$62K per year, depending on experience.  Beyond salary, generous benefits include 100% paid health insurance for the employee, plus an additional benefits allowance to be used toward dental coverage, life insurance, short- or long-term disability and other options.  The Arc also contributes 5% to a 403b retirement account for you, whether or not you choose to contribute independently.  We offer 10 paid holidays, 4 personal days, as well as accrued sick leave and vacation.  As an added benefit, The Arc provides paid time off when the office is closed between December 25th and January 1st each year so team members can enjoy time together with friends and family.

For more information about The Arc- Jefferson, Clear Creek & Gilpin Counties, please visit [www.arcjc.org](http://www.arcjc.org)

*The Arc is an equal opportunity employer that values workplace diversity. The Arc strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. The Arc prohibits discrimination of employees or applicants on the basis of race, creed, color, age, sex, national origin, disability, marital status, sexual identity, sexual orientation, religious or political affiliation, or any other classification considered discriminatory under applicable law.*