***Director of Child & Family 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)

**Job Location:** Work both remotely and at The Arc’s office; time at each location determined by the Executive Director

**Position Type:** Full time, exempt position. Some nights and weekends are required.

*At a future point defined by the Executive Director, this position will be required to take part in an on-call rotation to support the people for whom we are guardian.*

**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 (The Arc-JCC&G) 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 (IDD) 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 IDD the power to achieve their dreams. Our team of non-attorney advocates provides Direct Advocacy for individuals and families in need of support and information, Group Trainings to provide educational opportunities, and Systemic Advocacy to help shape and/or change policies and procedures that affect people with IDD. The Arc-JCC&G sponsors, supports, and advises local chapters of Speaking for Ourselves and People First.

**Job Description**

The Director of Child and Family Advocacy will focus time, attention, and skills ensuring that The Arc-JCC&G delivers exceptional advocacy to families who have children with IDD. The foundation of the Child and Family team is to educate and equip families with information on to how to navigate different systems, including private and public healthcare, financial, public education, special education, early intervention, behavioral health, recreational and other community access. In addition, we serve on community committees to represent the needs of people with IDD and we provide relevanttraining & outreach to parents and community stakeholders. This position requires working collaboratively with all staff to continuously strengthen and improve the effectiveness of The Arc’s programs for individuals with IDD across the lifespan (i.e., birth through end of life).

**Direct Advocacy**

* Empower families with information about the processes and rights related to the systems that support children with IDD (e.g., Early Intervention, Special Education, Children’s Medicaid Waivers)
* Interpret and explain confusing jargon to support parent understanding of topics such as formal assessments, eligibility criteria, IEPs, and service plans
* Assist families with the challenges they face around the disability experience, respite and general childcare, friendships, recreation, transportation, and community access
* Listen with empathy and compassion as parent(s) share their situation
* Ask probing questions to clarify the specific issue or barrier that initiated their need for advocacy support
* Support parents in coping with the nuances of parenting a child with a disability (e.g., making choices, self-advocacy)
* Help families understand their options related to the advocacy issue, including the benefits and risks, while promoting supported decision-making so that they can move in the direction of their own choosing (i.e., self-determination)
* Research, identify, and assess the resources, agencies, and services, appropriate for meeting the unique needs of the child and family
* Collaborate with community agencies/organizations to provide effective and comprehensive assistance to children and their families
* Exercise best practices in person-centered disability etiquette
* Be an active and collaborative member of both the The Arc’s Advocacy team and the Child & Family team
* Maintain up-to-date information regarding advocacy interactions in The Arc’s database and relevant tracking systems

**Trainings and Advocacy Outreach**

* Create, support, and implement trainings and advocacy outreach in the community that empowers families, school personnel, and medical/mental health professionals with the knowledge they need to ensure positive outcomes for children with IDD
* Conduct and analyze training evaluations to determine the effectiveness of the training
* Respond to requests from our collaborative partners for disability trainings and resources
* Analyze trend data with Advocacy Team to identify the topics for trainings and outreach

**Systemic Advocacy**

* Build and maintain relationships with stakeholders and community partners to help shape or change policies and procedures that affect children with IDD (e.g., school district, CCBs)
* Attend stakeholder and community meetings to learn what is happening in our service area, listen to partner perspectives, and represent the interests of children with IDD
* Monitor legislation, policies and procedures that impact the systems accessed by those with IDD

**Self-Advocacy Movement**

* Encourage families to invest in the value self-determination by supporting their child to self-advocate whenever possible
* Stay abreast of issues and advances in the self-advocacy movement

**PorchLight Partnership**

* Participate in The Arc’s onsite rotation at *PorchLight, a one stop Family Justice Center that provides essential services for victims, survivors, and their children to create a positive pathway forward, and to foster public safety*
* Respond to the advocacy needs of victims and survivors with IDD who are served at PorchLight

**Other:**

* Embrace and promote The Arc’s Mission, Vision, Core Values and Guiding Principles
* Actively participate in The Arc – JCC&G’s Operational and Strategic Planning processes, as well as budgeting
* Serve as a strong, professional representative of The Arc when interacting with families and the greater community, maintaining relationships, and enhancing collaborations
* Other duties, as assigned

**Knowledge, Skills, and Qualifications**

**Knowledge**

* Demonstrated knowledge of Individuals with Disabilities Educational Act (IDEA), *with preference for knowledge of Special Education in Colorado and in Jefferson County*
* Knowledge of Colorado’s Exceptional Children’s Education Act (ECEA), Colorado’s Multi-Tiered System of Support (MTSS) and Protection of Individuals from Restraint and Seclusion Act (PIRSA)
* Working knowledge of Section 504 of the Americans with Disabilities Act (ADA)
* Working knowledge of Colorado’s programs for children including HCBS waivers, Health First Colorado, Health First Colorado Buy-In, CHP+, CCBs, Early Intervention, and Behavioral Health
* Knowledge of children’s Social Security benefits, private health insurance, appeals and medical necessity documentation
* Awareness of community organizations that specifically support children with disabilities

**Skills**

* Adaptability, positivity, and ability to connect with all types of people and various cultures in a courteous and empathic manner
* Ability to meet deadlines, respond to inquiries quickly and efficiently, and balance multiple concurrent projects
* Ability to problem-solve difficult & highly charged emotional situations
* Ability to set healthy & professional boundaries
* Excellent research skills; driven to find difficult to locate resources and solutions
* Ability to present in both small and large groups utilizing various formats
* Ability to present information clearly in writing, orally, & visually
* Commitment to supporting a culture of continuous improvement

**Qualifications**

* A bachelor’s degree and a minimum of five years’ experience in the field of special education and/or Human Services specifically for children with IDD and their families, OR at least seven years’ experience working with children with IDD and their families
* Proficient with both Microsoft Office Suite, databases, and other emerging technology (e.g., project management software, Zoom, Slack or equivalent)
* Ability to work a flexible schedule, including some evenings and weekends
* Valid Driver’s License, reliable transportation, and car insurance required
* Proven ability to build collaborative/positive relationships with a wide variety of organizations and individuals.

**Compensation/Benefits**

This is a full-time, exempt position with a starting salary of $52,000 per year. Beyond salary, generous benefits include an additional 12% of salary to be used toward health insurance, dental coverage, life insurance, short or long-term disability, a 403b retirement account and other options. The Arc offers 10 paid holidays, 4 personal days, as well as accrued sick leave and vacation. As an added benefit, the office provides paid time off when it is closed between December 25th and January 1st each year.

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.*

*9/9/2021*