

ARISE

Job Description

Job Title: Independent Living Advocate/NY Connects Specialist
Reports to: Advocacy Manager
FLSA Status/Schedule: Non-Exempt: 37.5 hours/week
Location: Madison County

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

Serve as the Independent Living Advocate Specialist for the NY Connects program for the Madison County Center. Conduct and Coordinate activities in the community that will result in systems change to improve the quality of life of people with disabilities in Madison County and create improved access to social, recreational and employment opportunities, as well as public facilities, housing, education, healthcare and other areas. Provide education and technical assistance to the community as well as deliver one-on-one support to individuals with disabilities and their families.

Required Qualifications:

- Bachelor Degree with 1 year of experience working with people with disabilities or in a disability-related field, will consider a combination of education and experience
- Strong interpersonal skill and ability to work with a diverse population
- Proficiency in Word and Excel
- Excellent communication skills, including public speaking and negotiation skills
- Clean Driver's License and reliable transportation for travel in Madison County
- Excellent organizational skills
- Ability to compile progress reports
- Self-starter with a passion for advocacy for disability rights
- Knowledge of ADA and other disability laws a plus
- Knowledge of accessibility requirements under the NYS building code and ADA a plus

Essential Functions:

Independent Living Advocate

- Provide information and referral services to the population of Madison County
- Engage in outreach activities to inform the community of the availability of advocacy services
- Work one-on-one with individuals to provide benefits advisement
- Offer and provide support to individuals seeking assistance with disability-related issues
- Plan and coordinate activities to work on identified systems change goals
- Recruit agency staff, local advocates, individuals with disabilities and volunteers for participation in ARISE advocacy efforts
- Coordinate attendance at ARISE sponsored and community events, public hearings and other public happenings at which representation of individuals with disabilities is important
- Work with businesses, medical facilities, schools, recreation centers to increase access

- Complete and maintain all required intake and participant service record documentation
- Participate in action alerts
- Report on all activities and outcomes to the Advocacy Manager and Director of Independent Living
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Other duties as assigned

NY Connects Specialist

- Provide participants with unbiased information and connections to qualified providers of long term supports and services by phone and in person
- Provide Options Counseling/Person Centered Counseling services to individuals seeking long term supports and services by phone and in person
- Conduct education and awareness presentations to community partners, groups, and individuals about NY Connects and local long term supports and services
- Actively participate in community groups including the Long Term Care Council and No Wrong Door Implementation Team
- Work collaboratively with the local Office for the aging, Department of Social Services, and Office for People with Developmental Disabilities staff members
- Maintain consistency of NY Connects message with other NY Connect partners
- Adhere to the NY Connect State Program Standards
- Follow the prescribed NY Connects Work Plan
- Attend meetings, make presentations, or meet with participants in their homes or public locations
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment