

ARISE

Job Description

Job Title:	Service Access and Assistance Coordinator/Education Advocate, Grade 5
Reports to:	Director of IL Services
FLSA Status/Schedule:	Non-Exempt; 37.5 hours per week
Location:	Oswego 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:

Service Access Assistance provides time limited case management services with the goal of establishing OPWDD eligibility and, if needed, Medicaid eligibility. Services can include needs assessment, planning/referrals, educational advocacy, scheduling of evaluation/testing, and assisting with access to transportation. Education Advocacy assists parents and students with disabilities in the special education system in accessing the accommodations and equal educational opportunities afforded by law. The Education Advocate has a working knowledge of special education laws, the Americans with Disabilities Act, and federal laws that affect the rights of students with disabilities. Services are provided in Oswego County.

Qualifications:

- Bachelor's degree required, master's degree preferred; or, equivalent combination of education and related experience working in the education advocacy field and/or with persons with disabilities
- Knowledge of special education law, the ADA and the processes that govern special education proceedings
- Working knowledge of Oswego County and its resources
- Excellent advocacy skills and ability to form collaborative relationships
- Clean driver license and reliable, insured, inspected vehicle
- Computer proficiency

Essential Functions:

- Meet with parents/guardians at a time and location that is convenient to them to explain OPWDD programs and gather information about each family's level of need
- Assist the families in collecting records from service providers such as schools and physicians needed to determine eligibility
- Eliminate barriers that impede access to services such as providing or arranging transportation to attend OPWDD Front Door and Article 16 clinic evaluations/appointments
- Review documents and submit to eligibility clinic
- Assist the families with complying with any OPWDD requests for further information and submit additional information to OPWDD
- Educate families on and assist with waiver services application process
- Refer for other services such as housing, benefits, and other resources including ILC services while awaiting OPWDD eligibility determination
- Inform parents/guardians of their child's rights and suggest appropriate special education services and programs to meet their needs
- Facilitate understanding of the child's educational needs by explaining reports in plain language to families and educators

- Help families prepare for CSE and IEP meetings, including considering goals, reviewing evidence and materials, and help develop strategies
- Review special education and section 504 documents, including student files, evaluation assessment reports, IEPs and Section 504 Plans
- Accompany parents to IEP, Section 504, and other school meetings and provide advice and assistance as needed throughout the process
- Work with parents to get their concerns heard by the district and help resolve disputes that may arise
- Draft letters and written requests to school and district personnel; draft complaints to school districts and the State Department of Education, if needed
- Deliver disability awareness trainings to community partners
- Network with other service providers in the community
- Provide appropriate referrals, both within the agency and in the community
- Ensure that individuals are accommodated in receiving services, and provide alternatives to service delivery as needed
- Uphold code of ethics, code of conduct and 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
- Consistently represent ARISE professionally by demonstrating the highest ethical standards
- Perform 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 soon 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