

Posted 1/6/2012

Job Posting

Title: Disability Rights Advocate-Service Coordination
Status: Full-Time, Non-Exempt Salaried
Location: Utica

Position Overview:

To be informed of disability regulation and policy in order to provide information, referral and education services directed at increasing the consumer's self advocacy skills.

Key Responsibilities:

Responsibilities will include but are not limited to the following:

- Complete initial intake and assessment
- Obtain releases, documentation, and additional information from consumer.
- Provide information and referral services.
- Encourage and educate consumer in self-advocacy.
- Contact organizations or agencies and mediate to resolve problem.
- Follow-up with consumers and agencies.
- Document in writing all activities and maintain detailed accurate files.
- Establish and maintain community referral knowledge.
- Maintain working knowledge of all legislative system changes.
- Participate in action alerts and assist Systems Advocate.
- Provide community outreach.
- Collaborate and support other advocacy projects as needed.
- **Assist with access to general services.**
- **Assist the Service Coordination Department with advocacy related items.**
- **Advocate and secure services as necessary for consumers in Service Coordination Department.**
- **Maintain necessary records and documentation.**
- Other duties as assigned.
- Act in a manner consistent with the Independent Living Philosophy
- Maintain confidentiality of all work related information.

Required Background

Work Experience Requirements: One to two years working with people with disabilities

Educational Requirements: Associates in Human Services or related field

Demonstrated knowledge of Special Education process, ADA, IDEA, 504, VESID, CBVH, Social Security, Welfare reform, Entitlement programs, legislative process

Preferred skills include mediation, negotiation, planning, community networking, innovation, collaboration, oral and written communication, flexibility, organization, public speaking, working with diverse population

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The above statements are intended to describe the principal functions of the position. They are not intended to encompass all duties.

External candidates may apply via our website at rcil.com. You may also send your resume or apply in person: RCIL, PO Box 210, 409 Columbia Street, Utica, NY 13503-0210, Attention: Human Resources.

RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities are encouraged to apply.