

# disAbility Connections, Inc

## JOB DESCRIPTION

**POSITION:** Accessibility Advocate & Community Outreach Coordinator

**SUPERVISOR:** Director of Services

### GENERAL SUMMARY

Provide Americans with Disability Act (ADA) resource information for the community. Provide individual/systems accessibility advocacy. Perform Access for All general accessibility evaluations of public businesses throughout the service area communities. Promote community awareness of the programs and services of the agency.

### QUALIFICATIONS AND REQUIREMENTS

1. **Education and Training Required:** Must have a High School diploma or equivalent education and experience. Must possess excellent communication, documentation, writing, and computer skills. Must also possess personal experience with disability (preferred) and/or knowledge of disability issues.
2. **Work Experience Required:** Must possess basic understanding of construction or building design with an ability to accurately measure small distances. Knowledge and working experience in ADA accessibility compliance. Organizational skills with the ability to balance multiple tasks; prioritize work effectively and use judgement and discretion in decision-making. Commitment to and ability for, continuous improvement and mastery of the relevant body of knowledge related to this position.
3. **Personal Experience:** Prefer person living with disability and/or knowledge of disability issues and the consumer/community-based Independent Living philosophy. Passionate about empowering people with disabilities to reach their full potential.

### DUTIES AND RESPONSIBILITIES

- Provide awareness in Jackson, Hillsdale, and Lenawee County regarding Access for All and its purpose of creating a more informed consumer with business accessibility. Complete and maintain all Access for All evaluations.
- Travel required within the regional service area of disAbility Connections.
- Assist in ADA assessments and act as a resource for the community for ADA requests for information.
- Represent disAbility Connections and articulate the issues facing people with disabilities through participation on boards, commissions, public meetings and activities throughout Jackson, Lenawee, and Hillsdale County.
- Promote accessibility in all service area county housing, transportation, and overall access for people with disabilities.
- Provide trainings on disabilities, inclusion, awareness, and accessibility to organizations.
- Conduct plan reviews as a subject expert for accessibility in design, procedures, and planning.

- Coordinate/promote community events with accessibility focus.
  - Taking people around in wheelchairs to experience and understand daily life.
  - Build network and incorporate other disabilities
  - Provide accessible recreational opportunities or share awareness of opportunities within the areas.
- Use social media to spread awareness of events and promote services provided by **disAbility** Connections.
- Perform fundraising initiatives and raise awareness/support for dc programs-including planning accessibility needs for events and coordinate functions of ASL, CART, and others as needed.
- Attend community meetings as representative of **disAbility** Connections and ensure PWD are considered in all aspects/stay current on issues-includes but not limited to housing, health care, city/county commission, continuum of care, transportation meetings
- Meet outcomes listed in the Work Plan as outlined in the **disAbility** Connections Performance Evaluation.
- Provide information and referral support to consumers and/or agencies.
- Enhance the image of **disAbility** Connections in person, by telephone and in written communication.
- Complete by deadline, all reports, including, but not limited to: timesheets, expense reports, monthly activity reports, billings and grant applications.
- Perform other duties as assigned.

## **IMPORTANT SKILLS AND CHARACTERISTICS**

- Read and record measurements accurately or ability to learn and perform as taught.
- Model integrity, personal and professional ethics and maintain confidential consumer information.
- Articulate the **disAbility** Connections, Inc. mission and Independent Living goals and accurately describe its program services and outcomes.
- Ability to present and talk with people on importance of inclusion and provide examples of how changes can be made in systems, procedures, and structurally to achieve those goals.
- Model teamwork by giving credit where credit is due, accepting responsibility, welcoming input from others and checking with co-workers regularly to ensure that work flows smoothly and lines of communication remain open.
- Maintain a positive working relationship with consumers, co-workers and referral sources, which encourage positive referral relationships.
- Maintain a neat and orderly office.
- Demonstrate resourcefulness, initiative, and follow through as required for the effective delivery of accessibility services.

## **PHYSICAL REQUIREMENTS:**

This job requires the ability to perform the essential functions contained in this job description. Reasonable accommodation will be made for otherwise qualified applicants

unable to fulfill one or more of these requirements. These include but are not limited to the following requirements.

- Ability to enter and retrieve information into the computer.
- Ability to travel, enter, and exit vehicles and public businesses.
- Ability to bend, and reach office files, materials and equipment.
- Ability to make and receive telephone calls.

## **WORK ENVIRONMENT:**

Works in office conditions and travels throughout the community to attend meetings, conduct workshops and other activities related to **disAbility** Connections, Inc. Requires the ability to travel between towns and be in and out of a vehicle and businesses.

**Job Type:** Non-exempt, full-time

**Pay:** \$21.00 - \$23.00 per hour

**Expected hours:** 40 per week

## **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

**Work Location:** In-person

Please submit application to:

**disAbility** Connections, Inc.  
409 Linden Ave.  
Jackson, MI 49203  
[hr@disabilityconnect.org](mailto:hr@disabilityconnect.org)