

disAbility Connections, Inc
JOB DESCRIPTION

POSITION: Accessibility Advocate & Community Outreach Coordinator

SUPERVISOR: Director of Services

GENERAL SUMMARY

Promote community awareness of the programs and services of disAbility Connections. Develop and maintain partnerships throughout Jackson, Hillsdale, and Lenawee Counties to increase awareness of disability issues, inclusion, and community resources. Coordinate outreach activities, trainings, and community engagement efforts that support the mission of disAbility Connections and the Independent Living philosophy. While the primary emphasis of this position is community outreach, opportunities to support accessibility advocacy and systems advocacy responsibilities may be developed and expanded gradually as the position grows.

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:** Experience in community outreach, public engagement, advocacy, coalition building, or community organizing preferred. 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

- Promote awareness in Jackson, Hillsdale, and Lenawee Counties regarding the programs and services of disAbility Connections and increase community understanding of disability inclusion, accessibility, and Independent Living.
- Travel required within the regional service area of dis**Ability** Connections.
- Promote accessibility in all service area county housing, transportation, and overall access for people with disabilities.
- Coordinate/promote community events with accessibility focus.
- Perform fundraising initiatives and raise awareness/support for dis**Ability** Connections programs- including planning accessibility needs for events and coordinate functions of ASL, CART, and others as needed.

- Build and maintain partnerships with businesses, organizations, schools, service providers, and community groups to strengthen outreach and community engagement efforts.
- Attend community meetings as representative of dis**Ability** Connections and ensure PWD are considered in all aspects/stay current on issues.
- Meet outcomes listed in the Work Plan as outlined in the dis**Ability** Connections Performance Evaluation.
- Provide information and referral support to consumers and/or agencies.
- Enhance the image of dis**Ability** 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

- Model integrity, personal and professional ethics and maintain confidential consumer information.
- Articulate the dis**Ability** 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 dis**Ability** Connections, Inc. Requires the ability to travel between towns and be in and out of a vehicle and businesses.

ADVOCACY GROWTH OPPORTUNITY

While this position is primarily focused on community outreach and engagement, advocacy-related responsibilities will be developed incrementally over time. As capacity grows, the position will support broader accessibility initiatives, systems change efforts, and advocacy activities aligned with agency priorities.

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:

dis**Ability** Connections, Inc.
409 Linden Ave.
Jackson, MI 49203
hr@disabilityconnect.org