

## **JOB DESCRIPTION**

**Position:**     **ADA Access and Advocacy Assistant 25 hours**

**Reports To:** **ADA Access and Advocacy Coordinator**

**Supervision exercised:** **None**

**Company:**   Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

**Exempt or Non-Exempt Status:**       Non Exempt

### **Responsibilities:**

- Assist with networking and coordinating regular contacts with legislative leaders, city councilors, area representatives and other policy-makers on common concerns and issues affecting consumers.
- Assist with community advocacy activities such as, representing CLW and consumer's interests while attending advocacy groups and meetings such as REDD, TPAG, WRTA, AAB subcommittee on regulations and other monthly community meetings.
- Assist with Publicizing and educating the community on disability issues through targeted media outlets.
- Represent Center for Living & Working, Inc. at local, regional and state accessibility-related meetings.
- Assist with development of a consumer distribution list and post to CLW website to provide current and accessible communication related to CLW, community and individual advocacy issues and state and federal accessibility regulations.
- Recruit volunteers from the disability community to attend legislative and community meetings to address and advocate common concerns.
- Assist with conducting focus groups and/or provide skills training/education to the disability community to assess their issues, plan appropriate responses as it relates to housing, access, health care, transportation, employment, education, and other pertinent issues.
- Assist with the response to requests from, and initiating outreach to, cities, towns and local businesses with regard to ADA compliance to include Self-Evaluations and Transition Plans, and assists with coordinating and completing the Self-Evaluation and Transition Plan when contracted.
- Liaison to Massachusetts Office on Disability and Massachusetts Architectural Access Board to provide ILC comments on variances requested in CLW service area and to assist consumers to file access complaints.
- Assist with conducting accessibility surveys, on site visits at towns, cities, businesses and in some cases residences; generate consultative reports as appropriate.
- Compile appropriate documentation and complete monthly and annual statistical reports.
- Other duties as may be assigne

**Essential Functions:**

This position requires frequent communication (orally and/or in writing) with consumers, staff, city/state agencies, business partners/vendors and other third parties;

This position requires the ability to conduct individual and group presentations;

This position requires the ability to understand and provide advocacy relating to the regulations governing ADA accessibility and other disability related issues;

This position requires the ability to travel within service area and beyond as needed;

This position requires the ability to accurately enter information into database and generate reports documenting outreach, advocacy, consultative and educational efforts;

This position requires the ability to use office machinery, including calculators and tools associated with ADA access and compliance;

This position requires the ability to remain in a stationary/standing position for extended periods of time;

This position requires the ability to maintain strict confidentiality;

**Preferred Qualifications:****Education**

Bachelor Degree in related field (health, social service, education, rehabilitation) preferred; Relevant experience may be substituted for Bachelor's Degree requirements

**Experience**

A minimum of 1 year of related experience in ADA access and advocacy;

Knowledge of Civil Rights for individuals with disabilities, ADA, Massachusetts AAB, and state and federal housing regulations;

CAM Certification

Excel, Microsoft Office, data base management

Working in or involved with the disability community

Possess the ability to:

Work independently and as a team member

Work effectively with individuals with diverse disabilities and cultures

Prioritize and meet deadlines

Problem solve

Provide guidance and leadership

Familiarity with:

Independent Living issues and philosophy;

Community resources and local service system for persons with disabilities/(older persons) and how to arrange for services;

MassHealth, state agencies and provider service system available to serve individuals with disabilities/(older persons);

**This job description is subject to change at any time.**

*Individuals with disabilities strongly encouraged to apply*