

disAbility CONNECTIONS, INC.
JOB DESCRIPTION

POSITION: Accessibility Advocate & Community Outreach

SUPERVISOR: Outreach & Accessibility Director

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 community. 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 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.

DUTIES AND RESPONSIBILITIES

- Provide awareness in Lenawee County regarding Access For All and its purpose of creating a more informed consumer with business accessibility.
- 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 Lenawee County.
- Promote accessibility in county housing, transportation, and overall access for people with disabilities.
- Provide information and referral support to consumers and/or agencies.
- Enhance the image of the **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.
- Meet outcomes listed in the FY2022 Work Plan as outlined in the **disAbility** Connections Performance Evaluation.

IMPORTANT SKILLS AND CHARACTERISTICS

- Read and record measurements accurately or ability to learn and perform as taught.
- Complete and maintain all Access For All evaluations.
- Ability to positively interact with others and convey information on accessibility according to the Americans with Disabilities Act.
- 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.
- 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.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, and effort or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, dC reserves the right to modify, add or remove duties and to assign other duties as necessary.

This is a nonexempt: part time position at 20 hours per week.

Community Outreach & Accessibility Advocate Signature **Date**

Outreach & Accessibility Director Signature **Date**

Executive Director Signature

Date