

JOB DESCRIPTION # 303

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Self Advocate Advisor

JOB CATEGORY: Social Services Staff

BASIC FUNCTIONS: Develop curricula and facilitate SAY What II and Self Advocate Advisors supporting self advocacy skill development with people who reside in the Worcester Area. Attends meeting in Massachusetts and at times in other US states for Self Advocacy conferences.

QUALIFICATIONS: Minimum of 2 years experience working with individuals with disabilities. Completion of Bachelors Degree is preferred. Demonstrates the ability to work independently and also cooperatively with others. Possesses excellent organization skills, communication skills, and demonstrates a sense of humor and commitment to working with individuals with diverse abilities and needs. Able to drive with valid Driver's License required. Able to, on occasion, transport self-advocates to and from activities. Demonstrates basic computer literacy.

RESPONSIBILITIES / OBJECTIVES:

- Facilitates and/or co-facilitates and provide support to Say What II and Adult Self Advocate groups in cooperation with SHDRA director.
- Researches and develops syllabus for Self Advocate group meetings.
- Schedules meetings and community trips, securing meeting space and publicizing meetings and community trips.
- On occasion attends and distributes information of/from the Central Massachusetts Work Team Group) Central Region Self Advocate group) and M.A.S.S. (State Self Advocacy Program)
- Secures guest presenters as needed.
- Maintains records, mailing list, and reporting same to SHGRA Director.

- Attend Seven Hills Driver Awareness and additional training as requested by the SHDRA Director.

JOB DESCRIPTION: Self Advocate Advisor

EXPECTATIONS:

- To carry out all responsibilities required to frequently and efficiently.
- To work in harmony with and in support of Seven Hills Foundation operating subsidiaries.

STATUS: Non-Exempt

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

Rev. 01/07