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| Job Title | Parent Coalition / Housing Coordinator |
| Primary Contract | Clark County |
| Reports to | Executive Director |
| Closing date:  | August 8, 2021. |
| ¾ to Full Time  |  |

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| **Position Purpose** |

The purpose of this position is to provide information, referral, & support to individuals and families who experience intellectual &/or developmental disabilities (I/DD). To assist in housing opportunities for individuals with I/DD to live independently, with a roommate or a group of friends, and to collaboration with other organizations in this effort. This position requires high level skills in oral communication, organization, judgment, and community engagement. The coordinator will uphold the agency mission statement and participate with the family service team in meeting clients, program, and agency goals.

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| **Primary Responsibilities** |

The responsibilities of this position are to coordinate information and support individuals in locating needed resources, including affordable housing for community members with I/DD. Attending individual meetings, presentations, community meetings & groups or events. Assist in the administrative functions of CCPC by providing back-up to the coordinators and other team members.

* Provide 1:1 support to individuals & families as needed
* Help improve services at all levels (federal, state, county, & community) to better service individuals with I/DD
* Help connect individuals with I/DD to local housing opportunities.
* Partner with affordable housing organizations to expand options for the I/DD community.
* Assess services and barriers to accessing them.
* Propose, coordinate, alternative models of community-based living.
* Document data and reports as required by program manager
* Assist participation between legislators and constituents with I/DD
* Assist in facilitation of the Candidate’s Forum every two years
* Disseminate information to families and community as requested
* Assist team members when needed
* Provide support on topic areas affecting individuals with I/DD
* Other duties as assigned

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| **Qualifications** |

Qualifications include:

* Bilingual preferred
* Bachelor’s degree in social service, human development, or other closely related field preferred
* Must be self-directed & team player
* Minimum of four years working with families who have children with I/DD
* Good communication skills
* Good computer skills including a functional knowledge of Outlook, MS Word, Excel, and multi-line phones.
* Knowledge and previous experience with office equipment including photocopying, faxing, scanning, etc.
* Ability to work in a team environment as well as independently
* Ability to work through challenging situations while maintaining a positive attitude
* Ability to be a self-learner/researcher on many topics
* Ability to facilitate group meetings, leading as well as hosting
* Collect data and write reports as needed

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| **Working Conditions** |

This position sometimes requires evening or weekend work, ability to flex your schedule is a must. PEACE works in a team environment where each team member works in collaboration and cooperation with the other team members. An ability to work well with others, both team members and those we serve is mandatory as well as the ability to be self-directed. Some telework is negotiable.

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| **PEACE/CCPC is an Equal Opportunity Employer** |