

The Arc of Northeast Colorado Job Posting

Title: Community Outreach Advocate—Northeastern Colorado

Reports To: Advocacy Manager

FLSA Status: Full time, non-exempt

Compensation Range: \$19.23-\$26.92, per qualifications and experience

- Typical starting hire range \$19.23-\$24.80
- May be eligible for year-end bonus

- **Benefits:** including the following compensated benefits
- \$2,000 signing bonus
- Insurance (including medical, dental, vision, various life insurance options, accident, hospital indemnity, critical illness, etc.)
- Vacation
- Sick leave
- Public health emergency leave, if applicable
- Short-term disability
- Long-term disability salaried positions only
- FAMLI Leave
- 401(k)
- Birthday Time Off
- Compassionate leave
- Military leave, if applicable
- Paid holidays (6) and 1 week for winter break
- Training and professional development
- Voting compensation, if applicable
- Jury duty compensation, if applicable
- Telecommute hybrid working model, with a minimum of 2 days in-office coverage
- Tuition reimbursement



Office Location: Remote/Home Office, Northeast Colorado

Working Region: Weld, Logan, Morgan, Washington, Sedgwick, Phillips, and Yuma counties

Summary Description:

Are you passionate about inclusion and self-determination for people with intellectual and developmental disabilities (IDD)? Are you interested in sharing this passion with the community at large, while concurrently impacting people with IDD on an individual level? Are you a changemaker? If so, this may be the job for you!

The Arc of Northeast Colorado (The ANECO) is a 501(c)3 nonprofit organization committed to providing advocacy and support services to individuals with IDD and their families. The Community Outreach Advocate will be responsible for managing agency wide community outreach efforts and carry an individual advocacy caseload of children and adults with intellectual and developmental disabilities (IDD).

Essential Functions:

- Responsible for a individual advocacy caseload, comprised of children and adults, in compliance with The ANECO advocacy protocol (The ANECO protocol will be provided at the time of a possible interview)
- Possess the ability to learn and understand local, state and federal legislation/regulations e.g. Americans with Disabilities Act (ADA), Individuals Disability Education Act (IDEA), etc.
- Assist individuals and families in the navigation of various governmental systems, e.g. HCPF, school districts, Department of Education, Social Security, Medicaid, Medicare, etc.

- Supports intake screenings and tracking processes of assigned individual advocacy cases
- Empowers individuals and families to use all appropriate resources to promote independence and self-determination
- Assists individuals and families with referrals to appropriately needed services or programs
- Establish links and ensures productive working relationships with all service providers, and community agencies
- Develops community collaborative relationships through direct marketing and community meeting participation
- Supports all community outreach efforts of The ANECO and will be a lead on assigned efforts with event support from all staff
- Event planning and public speaking

Nonessential Functions:

- Reports all incidents of Mistreatment, Abuse, Neglect, and Exploitation (MANE)
- Participates in weekly supervision with the Advocacy Manager
- Ensure accurate agency branding within all documents and materials for both internal and external use, either created by an employee of The ANECO or another outside of the organization contact
- Other duties as assigned

Qualifications:

- Must consent to and pass a pre-employment criminal background check and motor vehicle record check (which must also be provided by the applicant prior to hire and annually thereafter)
- Must have own personal transportation, a valid driver's license and vehicle insurance as required by Colorado law
- Bilingual Spanish preferred

Travel:

- Frequent travel can be expected throughout Northeastern counties of Colorado.

Education and Experience:

- Minimum of an associate degree, or two (2) years of experience in the field of IDD, or a combination of education and experience appropriate to the requirements of this position.

Knowledge, Skills and Abilities:

- Must support the mission, vision, and values of The ANECO
- Self-motivated to set, attain, and surpass goals with minimal supervision
- Proven ability to communicate effectively both orally and in writing; illustrations may be requested
- Highly developed organizational skills with strong attention to detail
- Proficient use of a personal computer and general skills in Microsoft programs
- Well-developed knowledge of standard office equipment
- Demonstrated ability to work as part of a team
- Exemplary development of professional conduct

Expected Hours of Work:

- Typical office hours are Monday through Friday, 8:30am to 5:00pm, however, employees may elect to work a 4-day work week (10hours/day)
- Additionally, this position requires some evening and weekend work, including a full weekend for the Families in Action (FIA) retreat each summer, as well as special events that are scheduled approximately monthly and attendance is expected

Work Environment:

- Operates in a professional, and at times personal, office environment, as well as in the field such as schools, childcare settings including camp-like environments
- Requires the use of standard office equipment, such as computers/laptop, photocopiers, scanners and filing cabinets
- While working, may be exposed to fumes or airborne particles, moving mechanical parts and vibration
- Occasional exposure to conditions at alternative hosting sites, such as schools, camps, client homes, etc.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential and nonessential functions of this position

- Regularly required to talk and/or hear
- Frequently required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms
- Must be physically able to lift up to 30 lbs., as well as sit for extended periods of time, as the primary duties are sedentary and performed seated at a desk

The ANECO offers a competitive salary including an excellent benefits package, contingent on experience and qualifications. We are an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender or gender identity, sexual orientation, veteran status, disability or national origin. Full time employees (defined as 30 hours/week or more) have the option to elect partially paid benefits through The arc Thrift Store insurance program.

Disclaimer: This description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.

How To Apply:

Send a thoughtful cover letter, resume, and one professional, original writing sample to Tiffany Ochoa, Office Manager, at tiffany@arcneco.org or via mail at PO Box 338047, Greeley Colorado 80633.