

POSITION: **Systems Advocate – FULL TIME**

POSITION SUMMARY:

Position requires the ability to provide systems advocacy through refined communication skills and ability to relate to a wide variety of people. Individual must demonstrate dedication to the ideals and values of The Arc, including the following: assurance and protection of rights; belief in the inherent worth and dignity of the individual; the rights of individuals to make their own choices; the rights of individuals with disabilities to participate in all activities open to the general public; and respect for and recognition of the strengths and needs of individuals and families.

RESPONSIBILITIES:

1. Intake: information and referral support for families and individuals, prioritizing of intakes, intake paperwork, income documentation, etc.
2. Assist individuals and families who call to access resources in the community. Provide ongoing support to those identified in Chester County who require advocacy services.
3. Training: coordination of training activities including: registration, documentation of participation, room set up, emailing training notices, refreshments, etc.
4. Data Management: Track all phone and written communication with families/professionals.
5. Resource responsibilities: Contribute to a current organized system of advocacy-related information and resources within the agency
6. Participation in Meetings: Attend meeting as required and assigned.

POSITION REQUIREMENTS:

1. Bachelor's degree from an accredited college/ university in related field preferred but not essential.
2. Relevant experience in the MH/IDD and Autism service delivery systems, working/demonstrated knowledge of relevant laws, entitlements, policies, current funding options, and the processes involved in accessing services.
3. At least 2 years' experience providing volunteer or paid advocacy supports or related supports for individuals outside of their own family.

For more information contact:

The Arc of Chester County
900 Lawrence Drive
West Chester, PA 19380
610-696-8090
hr@arcofchestercounty.org