

# **TRI-COUNTY INDEPENDENT LIVING, INC.**

## **Systems Change Advocate**

### **POSITION DESCRIPTION**

As a federally-funded Independent Living Center, TCIL is mandated to be composed primarily of people with disabilities. This mandate requires that at least 51% of the Board of Directors be people with disabilities.

**TCIL Philosophy:** Individuals with disabilities are best able to determine their own needs and make their own service choices. Through role modeling and peer counseling, they become empowered to make changes in their lives becoming more self-sufficient.

Line of Authority/Supervision: Executive Director

### **SUMMARY OF Systems Change Advocate**

The Systems Change Advocate, under the direction of the Executive Director, is responsible for working in cooperation with TCIL staff, community members with disabilities, and the California Systems Change network designated to identify systems change issues and to advocate for change at the local, state, and national levels. The Systems Change Advocate is responsible for identifying systemic issues of significance to intersectional cross-disability and developing systems change planning.

The Systems Change Advocate also educates clients and the community at large about disability issues and current local, state, and national policy and legislative issues affecting persons with disabilities. The Systems Change

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop and implement methods of recruiting community members to serve on teams to address systemic issues that impact the lives of individuals with disabilities such as transportation, In-Home Supportive Services, employment, public access, and state budget cuts.

2. Support outreach and marketing efforts for the agency, including direct to under-served and unserved members of the disability community in TCIL's catchment area once per quarter.
3. Promote ADRC program to community partners.
4. Take a leadership role in planning, preparing and presenting TCIL's annual Expo.
5. Be knowledgeable about all TCIL's service programs to make appropriate referrals.
6. Participate in ongoing training opportunities, keep informed on legislative issues that impact persons with disabilities, and disseminate legislative information to the advocacy teams and TCIL staff.
7. Increase access to voting and promote voter registration for people with disabilities.
8. Develop and maintain relationships with the disability communities at Cal Poly Humboldt and College of the Redwoods
9. Submit all required records and reports in an accurate, complete, legible, and timely manner.
10. Participate in training, agency meetings, events, presentations, outreach, fund-raisers, etc.
11. Maintain absolute client confidentiality absent a release or written waiver from the client. Show the ability to comprehend confidentiality issues and maintain confidentiality within TCIL standards.
12. Other duties as assigned by the Executive Director. TCIL is a very small agency and requires all staff to be flexible, willing, and available to do all tasks requested, whether identified in the position description as an essential duty or responsibility or not. Perform all duties according to the agency's policies and procedures.
13. Perform all duties according to the agency's policies and procedures.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description. TCIL has the right to revise this job description at any time. The job description is not an employment contract.

### **Performance Standards**

1. Effectively and timely performs functions and responsibilities with attention to detail, appropriateness, and accuracy.
2. Meets deadlines and commitments.
3. Prioritizes and accomplishes multiple tasks within time constraints.
4. Demonstrates initiative and creativity to anticipate and solve problems.
5. Complies with TCIL policies and procedures.
6. Demonstrates effective working relationships with staff, management, and Board members.

### **REQUIRED QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability desired. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. High school diploma or GED
2. One year of experience providing outreach, graphic design, marketing, or public relations services (paid or volunteer).
3. Ability to read, analyze, and interpret written and legal materials appropriate for conducting systems change activities.
4. Ability to exercise initiative, ingenuity, and sound judgment when participating in community education, advocacy, or awareness projects.
5. Ability to effectively present information to advocacy team members, TCIL clients, staff, and public groups on advocacy issues affecting people with disabilities.
6. Ability to create liaisons with other service providers and conduct outreach activities including activities to reach underserved or unserved

populations within TCIL's catchment area. Utilize agency website and agency Facebook page, media/social media, information fairs, community events, presentations, networking, etc. for outreach and education.

7. Must have excellent interpersonal skills, possess a positive, cooperative, flexible attitude, able and willing to 1) promote harmonious and collaborative working relationships, 2) participate fully as a member of the working team and 2) conduct self during agency business in a professional manner with respect for client rights, maintaining strict adherence to the independent living philosophy.
8. Proficiency with computer, word processing Google Docs work station Microsoft Office, ), internet research, database management, internet search, and social media. Experience using standard office technology and electronic communications including, but not limited to, the Internet, e-mail, texting, and fax.
9. Ability to design, layout, and produce graphics such as agency newsletters, flyers, posters, signs, cards, email banners, social media graphics, etc.
10. Skilled in time management; possessing outstanding organizational and critical thinking skills and strong analytical, judgment, and reasoning abilities.
11. Ability to develop advocacy strategies broken into manageable steps.
12. Ability to work with minimal supervision.
13. Ability to effectively and efficiently problem-solve.
14. Ability to effectively communicate and read in English and communicate effectively in the primary language of the program to which he/she is assigned.
15. Must be able to perform each essential duty satisfactorily.

**DESIRED QUALIFICATIONS:**

1. Personal experience with a disability.
2. Experience in advocacy, community organizing, legal field, or legislative

analysis

3. Experience providing services to people with disabilities and ability and knowledge in communicating with people with disabilities (paid or volunteer).

4. Proficiency in computer graphic design

5. Bilingual in English/ASL; English/Spanish

6. Familiarity with Independent Living (IL) philosophy and history, IL's core values and resources, programs, and services available for persons with disabilities.

**Licensing/Certification:**

Possession of a valid California Driver's License. Must meet the Agency Insurer's qualifications for insurance coverage.

**Essential Physical Requirements:**

To adequately perform, with or without reasonable accommodation, the duties and responsibilities of this job, must be able to:

1. Sit for up to 8 hours/day with reasonable breaks

2. Operate and enter data into computer for extensive periods

3. Perform light filing and copying tasks

4. Perform with manual dexterity; lift, sit, stand, bend, stoop

5. Travel independently

6. Maintain emotional balance in the presence of stress. The emotional effort varies but can be challenging. Occasionally there are short deadlines and periods of high activity/demands. The job entails interacting with persons with a variety of disabilities and a variety of communication and behavior styles. Some consumers are facing crises.