

# The Arc of Weld County Job Posting



**Title:** Advocate

**Reports To:** Advocacy Manager

**Position Type:** Full time, non-exempt

**Pay Range:** \$17.21 – \$20.67/hour, based on qualifications and experience

May be eligible for year-end bonus

**Benefits:** includes the following compensated benefits

- \$2,000 signing bonus, for which a portion will be paid at start of employment and the remainder paid after 120 days
- Insurance (including medical, dental, vision, various life insurance options, accident, hospital indemnity, critical illness, etc.)
- Vacation
- Sick leave
- Public health emergency leave
- Short-term disability
- Medical leave
- 403(b), anticipated in 2022
- Birthday compensation
- 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

**Office Location:** Greeley, Colorado

**Working Region:** Weld County and designated Northeastern Colorado counties including Morgan, Logan, Sedgwick, Washington, Phillips and Yuma Counties

## **Summary Description:**

The Arc of Weld County (The AWC) is a 501(c)3 nonprofit organization committed to providing advocacy and support services to individuals with intellectual and developmental disabilities (IDD) and their families in Weld County as well as designated Northeastern counties of Colorado. The Advocate will carry a caseload to which they will provide individual advocacy services to children and adults with intellectual and developmental disabilities (IDD). The Advocate also participates in community outreach activities.

## **Essential Functions:**

- Responsible for an individual advocacy caseload, comprised of children and adults, in compliance with The AWC advocacy protocol (The AWC protocol will be attached to this job description)
- 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 appropriately 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 services, providers, and community agencies
- Supports community outreach efforts and will be a lead on a minimum of one outreach effort on an ongoing basis

## **Nonessential Functions:**

- Reports all incidents of Mistreatment, Abuse, Neglect, and Exploitation (MANE)
- Participates in weekly supervision with the Advocacy Coordinator
- Event planning and public speaking
- 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 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 locally throughout Weld County, in proximity to the Denver metro area and the Northeastern counties of Colorado; typically, less than a few hours per week unless distance travel is needed to Northeastern 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 and vision of The AWC
- 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
- Additionally, this position requires some evening and weekend work, including a full weekend for the Families in Action (FIA) retreat, 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 condition 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 AWC 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.

**How To Apply:**

Send a thoughtful cover letter, resume, a professional original writing sample, and two written letters of reference to Tiffany Ochoa, Office Manager, at [tiffany@arcweldcounty.org](mailto:tiffany@arcweldcounty.org) or via mail at 5312 West 9<sup>th</sup> Street Drive, Suite 150, Greeley Colorado 80634. No late applications will be considered, regardless of circumstance. Applicants that do not provide any aspect of the required documentation will also not be considered for an interview.

**Closing Date:**

For applications to receive full consideration, all requested application contents must be received by 11:59pm on Friday,

February 4, 2022. Rolling consideration will be provided for application received through Friday, February 11, 2022.