

JOB DESCRIPTION

ARIZONA STATEWIDE INDEPENDENT LIVING COUNCIL

I Position Title: Disability Integration Specialist

II Reports to: Executive Director

III Organization Description:

The Arizona Statewide Independent Living Council (SILC) is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended in 1992. In Arizona, Executive Order No.2007-15 documents the general provision of the Council. The AZSILC is a nonprofit corporation that addresses issues related to the ability of individuals who have disabilities to live independently. A majority of the council members and staff are individuals who have disabilities.

IV Position Summary

The Disability Integration Specialist will work in partnership with county and state level governmental entities, organizations and key individuals to promote greater awareness of disability concerns related to emergency preparedness and planning. This position will support the Access and Functional Needs Taskforce, including scheduling and planning meetings in partnership with key contacts, assisting in meeting facilitation and follow up on outstanding issues of concern. This position will work collaboratively with centers for independent living, other local disability service providers, state wide disability partners, local and state emergency managers and other program areas that interface with emergency preparedness and planning, to promote the importance of programmatic, physical, communication access, agency and individual preparedness.

The Disability Integration Specialist will also manage and update websites and social media outlets operated by the organization, develop promotional materials for SILC events and activities, and provide support and assistance with activities associated with goals and objectives in the State Plan for Independent Living.

This is a full-time, non-exempt, hourly position ranging from 35 to 40 hours per week.

V Key Functions and Responsibilities include:

- 1. Work collaboratively with centers for independent living, other local disability service providers, state wide disability partners, local and state emergency management and other program areas that interface with emergency preparedness and planning.**
- 2. Promote the importance of key concepts including programmatic, physical, communication access, agency and individual preparedness.**
- 3. Provide administrative support for the Access and Functional Needs Taskforce including scheduling meetings, planning and composition of meeting agendas in partnership with key contacts, composing and distributing meeting minutes, Etc.**
- 4. Participate on the Access and Functional Needs Taskforce as the representative for the AZSILC, providing input and guidance where needed in relation to insuring state-level disaster planning is inclusive and accessible for persons who have disabilities.**

- 5. Provide guidance and technical assistance to local, county and state agencies to assist with ensuring that people with disabilities and others with access and functional needs have equal access to programs and services.**
- 6. Work collaboratively with state wide agencies to develop and integrate access and functional needs content for emergency plans, annexes, appendices, trainings, drills, exercise and tabletop exercises, situational reports, hot wash and after-action reports, emergency preparedness material.**
- 7. During an actual disaster, provide technical assistance upon request to local, county and state level entities.**
- 8. Coordinate accommodations and other logistical supports in order to facilitate participation of Council members at meetings.**
- 9. Prepare and distribute meeting notices and take minutes at all meetings of the Council and committees in accordance with the Arizona public meetings law.**
- 10. Update and maintain websites and social media outlets operated by the organization.**
- 11. Assist with the composition, publication and distribution of organizational marketing/promotional materials and quarterly newsletter.**
- 12. Provide assistance to SILC staff as requested with activities related to accomplishing goals and objectives included in the State Plan for Independent Living.**
- 13. Perform other duties as assigned.**

VI Required Qualifications:

- 1. A minimum of a 4-year college degree, appropriate experience may substitute.**
- 2. Familiarity with emergency preparedness activities, procedures and practices and or demonstrated ability and commitment to gain such expertise.**
- 3. Competency with office software including Word, Excel, PowerPoint.**
- 4. Strong verbal and written communication skills with the ability to present ideas clearly and succinctly.**
- 5. Skilled presenter with audiences of varying sizes in a variety of environments.**
- 6. Prior experience maintaining websites built in the WordPress environment.**
- 7. Experience developing and maintaining social media campaigns.**
- 8. Demonstrated initiative in carrying out assigned tasks and ability to exercise independent judgment in organizing and implementing multiple tasks with minimal supervision.**
- 9. Ability to exercise discretion and preserve confidentiality.**
- 10. Willingness to serve the disability community and acquire knowledge and understanding of the philosophy and goals of the disability rights movement.**
- 11. Demonstrated ability and commitment to work with diverse and multicultural populations.**
- 12. Knowledge of the Americans with Disabilities Act, the Rehabilitation Act and other state and federal laws regarding the civil rights of people with disabilities.**
- 13. Personal experience with disability and understanding of the Independent Living Philosophy.**
- 14. Bilingual in English and Spanish a plus.**