



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator, Individual and Family Supports, Paul V. Sherlock Center on Disabilities
Status: Full-time, 35 hours per week, Grant-funded position
Temporary, renewable, contingent upon funding
Union Affiliation: NUNC (Non-Union/Non-Classified)
Grade: 12
Reports To: Director of Sherlock Center on Disabilities

PRIMARY PURPOSE:

To coordinate the training, technical assistance, dissemination and research initiatives pertinent to persons with intellectual and developmental disabilities and families of persons with disabilities across the age span.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Oversee and coordinate culturally responsive initiatives and services for persons with intellectual and developmental disabilities and families of persons with disabilities across the age span.
- Foster employment, continuing education, community membership and independent living for persons with intellectual and developmental disabilities.
- Oversee, collaborate with and provide technical assistance to Family Support Specialists and other Sherlock Center personnel in the design and implementation of projects related to individual and family supports.
- Develop and coordinate technical assistance, training and dissemination activities to support Self-Directed Support Users and their families.
- Develop and coordinate training and dissemination activities to support adult service providers and direct support professionals.
- Participate and engage with local, state and national partners on activities related to adult individuals with IDD and their families.
- Engage with diverse communities to address disparities impacting individuals and families.
- Develop and support the consumer advisory committee.
- Develop a plan for data collection, data analysis, and data reporting for projects related to individual and family supports, oversee implementation of the plan.
- Identify and develop grant proposals to support current and future initiatives.
- Develop reports and other products.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Executive Director of the Sherlock Center.

REQUIRED QUALIFICATION STANDARDS:

Education:

Graduate degree.

Experience:

- Five years of experience providing or coordinating services and supports to adults with disabilities or families.
- Experience providing training and or technical assistance to direct support professionals or adult provider organizations.
- Experience with data and information gathering.
- Experience in grant writing, developing reports, and other related tasks.

Skills, Knowledge, and Abilities:

- Knowledge of strategies that promote employment, continuing education, community membership and independent living for persons with disabilities.
- Knowledge of culturally responsive approaches to serving diverse populations.
- Knowledge of the RI Consent Decree and Conversion Institute.
- Knowledge of Rhode Island initiatives impacting the lives of persons with disabilities and their families.
- Knowledge of national and state disability policy.
- Knowledge of best practices for implementing project evaluation activities.
- Competence in data analysis.
- Excellent writing and communication skills.
- Excellent organizational skills.

PREFERRED:

- Life experience with individuals with disabilities and/or their families strongly preferred.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.