
Job Title	NYC Site Coordinator
PVN ID	HC-1809-002753
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Hunter College, Office of Provost
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Nov 28, 2018 (Or Until Filled)

General Description

SDMNY is a 5-year project by Hunter College/CUNY, the NY Alliance for Inclusion and Innovation, and the Arc Westchester, in partnership with Disability Rights New York, and funded by the NYS Developmental Disabilities Planning Council (DDPC). By 2021, we hope that many persons with intellectual and/or developmental disabilities (I/DD) throughout New York State will be able to use supported decision-making (SDM) to make more of their own decisions and avoid or do away with unnecessary or overly broad guardianship. To learn more, visit www.sdmny.org.

SDMNY currently operates two pilot program sites based in New York City and Westchester County. Through its existing pilot programs (one to divert persons from guardianship, the other to restore the rights of those subject to guardianship orders), SDMNY pairs persons with I/DD (“Decision-Makers” or “DMs”) with “Facilitators” trained by SDMNY personnel. Facilitators work one-on-one with DMs throughout a three-phase process (lasting approximately 12 months) to help them to choose support persons and enter into SDM Agreements with them. These Agreements are an important alternative to guardianship that may help DMs either avoid guardianship in the first place or make an important step towards regaining their rights. Throughout SDMNY’s three-phase facilitation process, Mentors help Facilitators to reflect, plan, and troubleshoot issues as they arise.

SDMNY seeks a New York City Site Coordinator for its New York City-based pilot program site. The Site Coordinators (SCs) will be responsible for the following activities:

- Organizing, designing, and delivering SDMNY Trainings of Facilitators (TOFs);
- Coordinating with the SDMNY Project Coordinator and Director to recruit prospective Facilitators, Mentors, and other collaborators (including service provider agencies, schools, parent organizations, self-advocacy organizations, etc.);
- Presenting on SDM and SDMNY to prospective pilot program Facilitators, Mentors, and collaborators and collecting satisfaction and demographic data from participants as required by DDPC;
- Recruiting pilot program sites DMs by giving information sessions for prospective DMs on SDMNY pilot programs and conducting necessary follow-up and intake to sign up DMs;

- Pairing DMs with appropriate Facilitators and pairing Facilitators with Mentors;
- Assigning new Facilitators to DMs and Mentors to Facilitators when previously assigned ones become unavailable;
- Using the sdmny.org intranet to track DMs' progress and reminding Facilitators and Mentors to conduct DM-Facilitator meetings and Facilitator-Mentor check-ins, as needed;
- Acting as a Mentor and Facilitator for various DMs, as appropriate;
- Supervising and coordinating with Mentors and Facilitators working in NYC;
- Participating actively in regular community-of-practice meetings for Facilitators and Mentors, as appropriate;
- Providing regular reports to the SDMNY Project Coordinator and Director and participating actively in supervision meetings;
- Conducting quality control activities to monitor the quality of services provided by the Facilitators and Mentors and to evaluate the satisfaction of DMs with services received;
- Assisting the SDMNY Project Coordinator and Director in collecting data and also in preparing regular reports, publications, informational materials, and other project-related materials;
- Other necessary and appropriate tasks consistent with the overall supervision of the efficient operation of the NYC pilot program site.

Other Duties

Qualifications

Core Competencies

Expert knowledge of supported decision-making and related practices, strategies and concepts, as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc.;

Ability to work effectively with staff, associates, and internal and external constituents;

Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;

Ability to work under deadlines, with changing priorities, and on multiple projects;

Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;

Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;

Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;

Knowledge of major computer software, or software of equivalent complexity, used in technical support of the project;

Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment,

and to comply with other security protocols;

Ability to participate in and lead trainings of varying complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;

Ability to communicate effectively across diverse populations, orally and in writing;

Ability to coordinate the work of others on a team, as well as work independently.

Qualifications

A Master's Degree in a related field of study from an accredited institution, an appropriate certification of specialization, and four (4) years experience performing responsible related work, of which one year (1) involved supervising the related work of others; OR

A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than five (5) years of progressively responsible experience of related work, of which one year (1) involved supervising the work others; OR

Equivalent education and experience in a related field and a record of significant accomplishment; AND

Possession of the core competencies determined to be required at the time of hire; AND

Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.