
Job Title	SDMNY NYC Site Facilitator & Mentor
PVN ID	HC-1902-002954
Category	Instruction and Social Service
Location	HUNTER COLLEGE

Department

Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00-19.00
Closing Date	Apr 01, 2019 (Or Until Filled)

General Description

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 qualified Facilitator and Mentor candidates for its New York City-based pilot program site with the following duties:

- Coordinating with the SDMNY Project Coordinator and NYC Site Coordinator;
- Acting as a Mentor and Facilitator for various DMs, as appropriate;
- Using the sdmny.org intranet to track DMs’ progress and reminding mentees to conduct DM-Facilitator meetings and Facilitator-Mentor check-ins, as needed;
- Supervising and coordinating with other Mentors and Facilitators working in NYC;
- Participating actively in regular community-of-practice teleconferences for Facilitators and Mentors, as appropriate;
- Providing regular reports to the SDMNY Project Coordinator and NYC Site Coordinator 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 NYC Site Coordinator 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

The general scope of work for Facilitators at the SDMNY NYC Site is provided for reference:

- Facilitators will facilitate 1 Decision-Maker apiece, following the steps and applying the skills and strategies described in the SDMNY Facilitator's Manual, by meeting with their assigned decision-makers roughly once every 3-4 weeks, from the first Phase 1 meeting through the signing of supported decision-making agreements. These steps are briefly summarized here:
 - *Phase 1 Facilitation*
 - Facilitators will hold up to 4 hour-long, in-person meetings with Decision-Makers assigned to them by Hunter/CUNY.
 - Prior to their first meetings with Decision-Makers, they will meet with their assigned Mentor once in person for approximately 30 minutes.
 - Facilitators will complete a Facilitation Recording Templates provided by Hunter/CUNY for each DM meeting and submit their completed forms to their assigned Mentor(s).
 - Facilitators will discuss their Facilitation Recording Templates with their Mentor during a 30-minute phone call or in-person meeting.
 - *Phase 2 Facilitation*
 - Facilitators will hold hour-long meetings in person or over the phone with their assigned decision-makers' chosen Supporters.
 - Facilitators will complete a process recording form for each Supporter meeting and submit their completed forms to their Mentor.
 - *Phase 3 Facilitation*
 - Facilitators will hold hour-long meetings in person with their assigned Decision-Makers and their Decision-Makers' chosen Supporters ("support team") to facilitate the drafting of supported decision-making agreements (SDMAs).
 - Facilitators will progress on drafting the SDMA after each support team meeting as well as complete a process recording form for each support team meeting and submit their draft SDMAs and completed forms to their Mentors.
 - *SDMA Signing Ceremonies*
 - Facilitators will accompany their Decision-Makers to SDMA signing ceremonies at dates and times arranged by Hunter/CUNY where their Decision-Makers and their chosen Supporters will formally execute the SDMAs.
 - *Post-SDMA Follow-up*
 - Facilitators will check-in with their Decision-Makers post SDMA signing once per month either in person or by telephone for 30 minutes to help the Decision-Makers troubleshoot any issues that may arise in working with their Supporters.
 - After each check-in, Facilitators will check in with their Mentor to apprise them of any developments or address any questions that may arise.
 - Throughout the facilitation process, Facilitators will use the sdmny.org intranet to schedule their meetings with decision-makers and to upload their completed Facilitation Recording Templates promptly after each meeting.

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.