
Job Title	Supported Decision-Making Mentor
PVN ID	HC-2207-004980
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	
Status	Part Time
Annual Salary	\$17,000.00 - \$35,000.00
Hour(s) a Week	8.75-20.00
Closing Date	Aug 31, 2022 (Or Until Filled)

General Description

Since 2016, the Supported Decision-Making New York (SDMNY) pilot project has done extraordinary work to advance the legal, social, and human rights of people with intellectual and developmental disabilities (I/DD), educating stakeholders and piloting two programs (one to divert persons from guardianship, the other to restore the rights of those subject to guardianship orders), utilizing the emerging practice of supported decision-making as a less restrictive alternative to guardianship. Persons with I/DD (“Decision-Makers” or “DMs”) have worked one-on-one with SDMNY-trained facilitators throughout a three-phase process to help them choose supporters and enter into Supported Decision-Making Agreements with them. Mentors are at the heart of the SDMNY process, working closely with facilitators to reflect, plan, and troubleshoot issues as they arise.

The Office for People With Developmental Disabilities (OPWDD) has funded the expansion of the SDMNY pilot project for the next three years, to develop and pilot a model supported decision-making Facilitation Resource Training and Education Center (FTREC), which will serve as an important component of a proposed state-wide SDM facilitation service delivery system. Central to that model is a new vision of paid part-time mentors who will work with facilitators recruited from a variety of sources, including provider agencies and the private bar.

SDMNY seeks to hire 2 part-time Mentors at 20 hrs/week and 1 part-time Mentor at 8.75 hrs/week. Mentors working in a 20 hr/week capacity are eligible for benefits through the Research Foundation of the City University of New York (RF CUNY).

Mentors will work closely with facilitators as facilitators help guide Decision-Makers through the SDMNY 3-phase process, leading up to and including drafting Supported Decision-Making Agreements (SDMAs). The

goal for mentors is to develop strong working relationships with facilitators, to support them in working with individuals with I/DD in every aspect of the 3-phase facilitation process, and to trouble-shoot any challenges that surface. Successful candidates will initially be trained by SDMNY as facilitators, will facilitate 2-3 Decision-Makers through the 3-phase process, including drafting their SDMAs, and then will begin to mentor facilitators. As mentors, they will be responsible for the following activities:

- Work directly with facilitators assigned to them, as the facilitators proceed through the 3-phase facilitation process with their Decision-Makers;
- Ensure that facilitators meet with their DMs regularly; and upload notes of those meetings to SDMNY's intranet;
- Meet with facilitators to check-in after every DM meeting; review facilitator notes and provide feedback verbally and through written mentor notes, uploaded to the SDMNY online database;
- Review draft Supported Decision-Making Agreements (SDMAs), and submit final drafts of SDMAs for review;
- Participate in coordinating, planning and conducting SDMA Signing Ceremonies with facilitators;
- Participate in monthly SDMNY Facilitator and Mentor Community of Practice meetings;
- Participate in planning, coordinating and presenting SDMNY facilitator trainings and SDMNY information sessions;
- Assist with recruiting facilitators and signing up Decision-Makers;
- Coordinate with relevant SDMNY Project staff to meet deadlines, and provide regular updates and check-ins; and
- Perform other necessary and appropriate tasks as assigned.

Requirements

All hired Mentors will need to complete a remote SDMNY 2-day training on 9/9/22 and 9/12/22 from 9-4pm.

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

Time Commitment

This grant for the OPWDD is for 3 years, which began on March 1, 2022, and ends on February 28, 2025. If the project results in OPWDD's continuation of the FTREC, there is a possibility of continued employment.

- 2 part- time Mentors at 20 hrs. weekly each;
- 1 part-time Mentor at 8.75 hrs. weekly;

- These positions are primarily remote; New York residents preferred; and
- These positions are not compatible with other full-time employment

Salary/Benefits

Part-time - 20 hrs/week: \$35,000/yr

Part-time -8.75hrs/week: \$17,500/yr

For those employees hired at 20 hrs per week information about benefits in accordance with the CUNY Research Foundation guidelines for p/t employees available at:

<https://www.rfcuny.org/rfwebsite/employees/explore-enroll-in-employee-benefits/>

Interested Candidates

Please submit:

- a letter of interest explaining why you are interested in this position/working to promote the rights of persons with I/DD;
- a curriculum vitae/resume;
- a list of three references (at least two professional required) including names, email addresses, and telephone numbers

The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/American with Disabilities Act/E-Verify Employer

Other Duties

Other duties, as assigned.

Qualifications

Core Competencies

- Ability to work proactively and independently to advance the facilitation process while maintaining and upholding the integrity of the SDMNY process for each facilitator;
- Ability to maintain a high degree of reliability, confidentiality, and sensitivity in work involving persons with

I/DD, their family members, and supporters;

- Ability to communicate effectively verbally and in writing;
- Ability to listen, problem-solve and respond to concerns/ideas of others;
- Strong time management skills;
- Strong competencies with computer software used by the project (Google Workspace, MS Office, shared network drive);
- Knowledge of supported decision-making and related practices, strategies and concepts strongly preferred; and
- Knowledge of disability rights, self-advocacy, and neurodiversity movements preferred.

Qualifications

- A Master's Degree in a related field of study (e.g., social work, public health, education) from an accredited institution strongly preferred; OR
- A Bachelors' Degree in a related field of study from an accredited institution; AND
- Experience formally and/or informally with persons with I/DD;
- Demonstrated experience in the core competencies; and
- Comply with all CUNY Research Foundation policies and procedures.