

## **RAMP**

### **Purposes, Parameters, Qualifications, Activities and Performance Indicators for the position of Independent Living Advocate**

- I. Purpose of Position:** To provide personalized, consumer driven services, information & referral, peer counseling & support, education and advocacy, and independent living skills training, while advocating for the rights of all people to make their own choices. This position also requires an understanding of the principle of the Independent Living (IL) philosophy, and a genuine desire to carry out this philosophy.
- II. Position Parameters: Reports:** Reports directly to the County Manager; Part-Time, Travel and Expenses Reimbursed, Non-Exempt.
- III. Minimum Qualifications:**
  - A. Associates Degree in a field directly related to the operations of RAMP, or
  - B. Three (3) years of equivalent experience and understanding of non-profit or direct service programs; or
  - C. Personal experience with a disability and/or working with persons with disabilities;
  - D. Excellent written and verbal communication skills and the ability to work as a team player;
  - E. A belief and commitment to the Independent Living (IL) Philosophy and a vision for seeing it implemented for all persons in our four county catchment area;
  - F. Self-Motivated and creative in problem solving;
  - G. Reliable transportation and a willingness to work evening and weekend hours, if needed.
  - H. Bilingual preferred
- IV. Job Activities and Performance Indicators (in order of priority):**
  - A1. Collaborate with consumers to identify needs using a holistic approach and taking into account all areas of consumers' lives.**
    - PI. Contacts new referrals within RAMP's guidelines and provides follow up until needs are met and/or intake is scheduled.
    - PI. Complete all paperwork required by RAMP and their funders; develop an Independent Living Plan (ILP) with consumer's goals, objectives, and time frames.
    - PI. Provide encouragement, follow-up and support to consumers and family members.
    - PI. Refer consumers to other community agencies or services providers to ensure appropriate supports.
  - A2. Actively serve as an advocate of the Independent Living Philosophy.**
    - PI. Pursue and remain abreast of advocacy issues related to equal rights for people with disabilities on both an individual and systems level.
    - PI. Maintain a high level of visibility within RAMP's service area so that coordination and opportunities for persons with disabilities are at an optimum.

PI. Attend and conduct networking activities with other agencies, service providers and organizations to ensure that consumer needs are being met.

**A3. Maintain enthusiasm and creativity in assisting consumers.**

PI. Meet with County Manager on a regular basis to discuss individual consumer services, and to review results.

PI. Collaborate and network with co-workers to ensure consistency across the four county offices and to enhance services to consumers.

PI. Continue personal and professional development through educational opportunities, attending workshops and conferences, participating in peer/case reviews, Direct Services Team Meetings and by attending all staff/development meetings.

**A4. Maintain an active caseload and complete all necessary paperwork and documentation**

PI. Complete necessary intake information; consumer profile, release(s), rights and responsibilities, according to RAMP's Guidelines and when needed access documentation necessary for the provision of premium services.

PI. Manage active caseload and handle additional caseloads for other RAMP services as needed.

PI. Complete notes within 48 hours of service provision

**A5. Educate the community on what assistance and services are available through RAMP.**

PI. Market RAMP services in collaboration with other RAMP staff through media releases, service fairs, radio and television interviews, advertisements, etc., as allowed by available resources.

PI. Be available for community presentations on RAMP's mission and services, the IL Philosophy.

PI. Collaborate and network with other agencies/community partners who serve people with disabilities.

**A6. Complete monthly paperwork and quarterly reports in a timely fashion as required.**

PI. Timesheets submitted for payroll timely, expense reports once a month and CEA (community education activities) by the 5<sup>th</sup> of each month into RAMP case note database.

PI. Make sure that quarterly reports (if pertinent to your position) are complete, approved by the County Manager, and sent in by the 10<sup>th</sup> of the month following that quarter.

**DISCLAIMER**

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**