

RAMP Center for Independent Living

Youth Education Advocate

PURPOSE OF POSITION: RAMP's Youth Education Advocates (YEA) assist parents of children with disabilities. Staff provide children and their families, the skills and information they need to ensure that the child receives a fair and equitable education as do their peers without disabilities. RAMP teaches students/families how to communicate and advocate effectively. Advocates also works with school district staff to help them understand their responsibilities to children with disabilities and how to appropriately accommodate their educational needs. This position plays an integral role with the creation of and implementation of Transition Plans for students who are 14 ½ and older.

POSITION PARAMETERS: Reports directly to the County Manager; Full-time; Full Benefits; Salaried/Non-exempt; Travel and Expenses Reimbursed.

MINIMUM QUALIFICATIONS:

- Associates or Bachelor's degree in a field easily related to the responsibilities of the position; or
- Three (3) years of equivalent experience and understanding in a non-profit organization of direct services program;
- Excellent written and verbal communication skills and the ability to present information in a clear, concise manner;
- Superb mediation skills;
- Excellent interpersonal skills and the ability to work effectively as a team player;
- Literacy in word processing and database management;
- Ability to use/learn Microsoft Office programs: Word, Access, Excel, and Outlook.
- Ability to handle multiple tasks while maintaining organization and meeting deadlines;
- Professional manner in dress and when interacting with others both inside and outside of the organization;
- Self motivated;
- Personal experience and/or intimate knowledge of and belief in the Independent Living Philosophy;
- Reliable transportation and a willingness to work evening and weekend hours, if needed.
- Knowledge of the educational system and educational laws.
- Knowledge and understanding of severe mental illness, severe emotional/behavioral disturbances, and childhood related substance abuse disorders.
- Bi-lingual preferred, but not required.

Job Activities:

Collaborate with consumers & families to identify needs, goals and objectives.

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

Actively serve as an advocate of the Independent Living Philosophy and disability related laws.

Maintain enthusiasm and creativity in assisting consumers.

Provide Transition Planning Training to parents/students.

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

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

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.