

July 2010

## POSITION ANNOUNCEMENT

### **Outreach and Training coordinator Supporting and Empowering Youth with Emotional and Behavioral Disabilities and their families**

50% time (Average 20 hours/week)

Project Duration = 10 months

Anticipated Start Date = September 1, 2010

Disability Rights Wisconsin (DRW) is the designated, federally funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a variety of individual and systems advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training.

DRW has received a grant from the Greater Milwaukee Foundation. The project specifically targets Milwaukee youth with emotional and behavioral disabilities and their families as they try to navigate the educational system, the vocational services system, the public benefits system and the juvenile justice system. There will be a focus on serving minority youth.

**Summary:** The Project coordinator will coordinate various deliverables under the grant including outreach events, trainings, compilation of a resource guide, and staffing the Stakeholders Advisory Committee. Together with other members of the team the project coordinator will compile information for grant reporting.

#### **Responsibilities:**

1. General
  - a. Coordinate meetings of project team(s) and facilitate communication among project participants outside of team meetings;
  - b. Develop, maintain and monitor comprehensive project calendar to identify and track all project activities against target dates;
2. Training Events
  - a. Act as event coordinator for four training sessions for youth with emotional and behavioral disabilities and their families;
  - b. Act as event coordinator for two training sessions to providers on rights and services available to youth with emotional and behavioral disabilities.
  - c. Co-ordinate development and preparation of materials related to these trainings and assist with development and implementation of outreach plan,
3. Publications
  - a. Coordinate development, editing, production and dissemination of a resource guide.
4. Coordinate and staff the Stakeholders advisory committee meetings to be held bi-monthly as well as any sub-committee meetings.

5. Grant Reporting

- a. Assist Managing Attorney and Milwaukee Office Director with preparation of funder required reports and data collection.

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**Supervisor:** Managing Attorney Schools and Civil Rights

**Location:** Milwaukee

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**Minimum Qualifications:**

1. Excellent verbal and written communication skills.
2. Excellent computer skills including word processing, database and the use of email and the internet.
3. Experience with doing outreach, preferably to minority populations, or youth;
4. Experience with /knowledge of services for youth with emotional and behavioral disabilities such as special education services, mental health services or wraparound services.
5. Experience in project planning and coordination or other experience requiring excellent organizational skills, including the ability to work independently and cooperatively, manage a high volume of tasks, and attend to detail.

**Preferred Qualifications:**

1. Experience organizing and managing training events.
2. Experience developing and publishing consumer education and outreach materials.
3. Knowledge of issues and laws related to Special Education and Transition, vocational rehabilitation, or juvenile justice.
4. Experience/direct contact with people with disabilities.
5. Demonstrated commitment to social justice issues.
6. Experience with culturally diverse populations.
7. Spanish language fluency.

**Salary:** \$15,000 to \$21,000 depending on experience. (The rate of pay for this 50% position would yield an annual salary of \$30,000 to \$42,000 for a full-time position.) Excellent fringe benefits available.

**To apply**, e-mail, FAX or mail a:

(1) **Résumé**

(2) **Education and Experience Response**, not to exceed two pages. Organize your Response to describe your education and experience as it relates to each of these areas:

- (a) outreach including outreach to youth or minority populations;
- (b) services for youth with emotional and behavioral disabilities;
- (c) project planning and coordination.

*Applications that do not address these four specific areas cannot be further considered.*

(3) **Affirmative Action Form** (optional) – available on subsequent pages or by

contacting Disability Rights Wisconsin at [info@drwi.org](mailto:info@drwi.org) or phone 608-267-0214

**DEADLINE: August 18, 2010, 12:00 NOON.** No exceptions.

Provide materials to: Disability Rights Wisconsin, 6737 W. Washington St., Suite 3230, Milwaukee, WI 53214. E-mail: [info@drwi.org](mailto:info@drwi.org). FAX 414-773-4647.

*DRW is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and person with disabilities are strongly urged to apply.*

# disabilityrights | WISCONSIN

Disability Rights Wisconsin (DRW) is an equal opportunity/affirmative action employer and has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional. However, we would appreciate your answers to the following:**

**Position for which you are applying:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Sex: Female:** \_\_\_\_\_ **Male:** \_\_\_\_\_

**Please check all of the following which apply to you:**

\_\_\_\_\_ **American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal association or community recognition.

\_\_\_\_\_ **Asian** -All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent. This area includes, for example, China, Japan, and Korea. Also persons from the Indian subcontinent, including persons with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.

\_\_\_\_\_ **Native Hawaiian or other Pacific Islander** - All persons having origins in any of the original peoples of the Pacific Islands. This includes persons from the Philippine Islands and Samoa.

\_\_\_\_\_ **African American/Black** - (Not of Hispanic Origin) All persons having origins in any of the black racial groups.

\_\_\_\_\_ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **White** - (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

\_\_\_\_\_ **Two or more races** – All persons having origins in more than one racial or cultural group  
Please specify racial groups:

\_\_\_\_\_

\_\_\_\_\_ **Person with a disability** - An individual who has a physical or mental impairment that substantially limits a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

**Do you speak and/or read/write a language(s) other than English:** No \_\_\_\_\_ Yes \_\_\_\_\_

Language: Speak: \_\_\_\_\_ Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

Read/Write: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

Language: Speak: \_\_\_\_\_ Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

Read/Write: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

**Do you know sign language?** No \_\_\_\_\_ Yes \_\_\_\_\_

Level of proficiency: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

How did you learn about this position?

\_\_\_\_\_ Newspaper (State name: \_\_\_\_\_)

\_\_\_\_\_ Journal/Magazine (State name: \_\_\_\_\_)

\_\_\_\_\_ Posted/Circulated job announcement

\_\_\_\_\_ University/College Placement Office (State name: \_\_\_\_\_)

\_\_\_\_\_ Community-based organization (e.g. Urban League, United Migrant Opportunity Services, etc. (please specify:

\_\_\_\_\_ Church

\_\_\_\_\_ Other (please specify \_\_\_\_\_)

**PLEASE MAIL THIS FORM TO: Disability Rights Wisconsin , 131 West Wilson Street, Suite 700, Madison, WI 53703 or EMAIL to info@drwi.org. THANK YOU.**