

<b>Job Title:</b>	Training and Technical Assistance Coordinator	<b>EEOC Job Category:</b>	Professional
<b>Department/Group:</b>	Self-Advocacy	<b>Level/Salary Range:</b>	AS per Agency Guide
<b>Location:</b>	In the community and virtual	<b>Position Type:</b>	Non-exempt/ Full-time
<b>Job Summary:</b>	To develop and provide training services and other support services related to self-advocacy for adults with intellectual and developmental disabilities.		

<b>Essential Functions (Responsibilities):</b>
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- To conduct ongoing needs assessment and develop appropriate webinar and training curriculums for self-advocates, advisors and staff related to self-advocacy skills for individuals with IDD.
- To publicize the concept of self-advocacy to adults with IDD, professionals, parents, etc. and perform outreach to gain new members to the NJSSAN.
- To develop unique activities and digital presentations for the purpose of training self-advocates, advisors and/or webinar sessions for other regions of the state.
- To provide ongoing support and to act as a group facilitator or advisor to established self-advocacy groups within assigned region of the state.
- To maintain working relationships with relevant decision makers, agency personnel, and members of the legislature.
- Assist and support self-advocates with writing testimony and talking points for budget hearings and other policy events.
- To assist with the coordination of the governmental Affairs Ambassador Program (GAAP) workshops and recruitment.
- To work with the NJ Statewide Self-Advocacy Network Advisory Board to coordinate workshops for the annual statewide conference.
- To create monthly newsletter that highlight the trainings and activities of NJSAP and NJSSAN for the month.
- To update/upkeep the NJSAP and NJSSAN website.

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<b>Competency/Expectations:</b> <ol style="list-style-type: none"> <li>1. Represent The Arc of New Jersey and all persons receiving services in a professional and reputable manner</li> <li>2. Abide by The Arc of New Jersey's Code of Ethics</li> <li>3. Use person first language in all The Arc of New Jersey communications and activities</li> <li>4. Maintain orderly and efficient filing system and office workspace</li> <li>5. Utilize technology to increase efficiency</li> </ol> <p>Perform any additional assignments or duties as requested by your supervisor</p>	
<b>Supervision of Others:</b> <b>None</b>	

<b>Special Work Conditions:</b>	
<i>The following checklist is not intended and should not be construed to be an exhaustive list of all the possible work conditions related to this job. They are intended to be an estimated reflection of potential work conditions.</i>	
lifting of items in excess of 25lbs pushing, pulling, bending and lifting <input checked="" type="checkbox"/> frequent data entry or typing frequent driving in your personal vehicle varying shifts, including weekends/holidays	<input checked="" type="checkbox"/> extended sitting or standing working outside in extreme weather conditions <input checked="" type="checkbox"/> working with individuals with challenging behavior out of state travel

<b>Disclaimer Clause</b>			
This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action / EEOE Employer			
<b>Qualifications and Educational Requirements</b>			
Bachelor degree preferred in related field of social work. At least three years of experience working with individuals with developmental disabilities. Experience in self-advocacy preferred. A valid driver's license, valid insurance, and reliable work vehicle.			
<b>Signature of Employee</b>		<b>Date:</b>	