



Southern Tier Independence Center, Inc. Job Description

Job Title: Resource and Referral Specialist for the FACE Center

Hours: Part-time (20 hours/week)

Program description:

The Early Childhood and School Age FACE Centers will serve a unique role to ensure that parents, agencies, school district personnel, counties, and other stakeholders have the knowledge, information and procedures in place to use the foundational principles outlined in the New York State Education Department's Blueprint for Improved Results with an eye toward improving access, equity and opportunity for all children and their families. Specific deliverables, performance measures, and procedures for monitoring the contract will be developed to evaluate the effectiveness of this initiative and outcomes related to the goals of the OSE Partnership.

Qualifications:

1. *Minimum qualifications:* Bachelor's degree in Human Services, Education, Social Work, or related field.
2. One year experience providing community outreach.
3. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
4. Excellent interpersonal and communication skills.
5. Excellent computer skills and knowledge of Microsoft Office applications.
6. Excellent attention to detail and organizational skills.
7. Ability to effectively interact and work with individuals from diverse backgrounds.
8. Valid Driver's License
9. Strong commitment to the integration of people with disabilities into all aspects of community life.
10. Willingness to learn sign language.

Responsibilities:

1. Actively support STIC's mission, philosophy, and values and our pursuit of community integration for all people with disabilities.
2. Extensive travel in a multi-county area.
3. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
4. Attend all mandatory agency trainings, meetings, in-house sign language class and advocacy groups.
5. Work within the parameters of the FACE regional work plan; to be updated annually.
6. Show an understanding and awareness of available regional resources.
7. Conduct outreach to the community, pre-schools, school districts, residential schools, EI, CPSE, CSE entities, and various other stakeholders in an effort to raise awareness of available resources, and educate others of the availability of such.
8. Provide information to schools, child care centers, head starts, etc. in a clear neutral manner.
9. Provide comprehensive and accurate information to families to assist in their understanding of the special education process and their rights and responsibilities within the system.
10. Work collaboratively in interagency community groups and with the Regional Partnership centers.
11. Assist with maintaining the resource library and FACE Center contact/resource lists.
12. Assist with disseminating satisfaction surveys to families, school programs, and other agencies, and in compiling results.
13. Track and report progress on work plan activities/deliverables.
14. Submit reports and statistical data as required, in a comprehensive and timely manner.
15. Other job-related tasks as assigned by the supervisor.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best-qualified applicant for the position, without regard to race, creed, color, national origin, sex, age, disability, marital status, gender, criminal background, religion, veteran status, sexual orientation, genetic disposition or carrier status.