



## Job Description

26049 Five Mile Road  
Redford, MI 48239  
313-532-7915  
FAX 313-532-7488  
www.thearcnw.org

## Advocate

Job Title

### Essential Functions

The Arc of Northwest Wayne County's (The Arc NW) Advocate provides information and assistance regarding best practices to support successful outcomes for people with intellectual and developmental disabilities (I/DD) of all ages. The Advocate works under the direction of the Executive Director and in cooperation with the Advocacy Director.

### Responsibilities and Duties

- Advocate for appropriate services and supports for people with I/DD using knowledge of service systems (Education, Mental Health, Department of Human Services, Social Security, etc.) to achieve better outcomes through:
  - Direct contact with individuals with I/DD and the significant others in their lives.
  - Sharing information to help people navigate I/DD service systems (i.e.; education, rehabilitation, mental health, Social Security, etc.) through individual conversations (via: face to face, telephone, emails, social networks, etc.), group meetings, and gatherings (such as: conferences, workshops, etc.).
- Use appropriate, tactful, and effective communication skills to foster relationships to further The Arc NW's mission.
- Promote life in the community through inclusive education and self-determination for people with I/DD.
- Seek and take part in opportunities to expand knowledge regarding current laws, policies, service systems and programs for people with I/DD; including applicable trainings, workshops, conferences, etc.
- Outreach: develop, distribute and present information regarding The Arc NW's programs and services.
- Resources: develop, distribute and present information regarding local programs and services for people with I/DD.
- Analyze and report information regarding the needs of people with I/DD and their families.
- Complete, and develop (as needed), reports that support contractual requirements and The Arc NW's strategic plan.
- Support and attend planning meetings (i.e., Person Center Plans, Individual Education Planning meetings, etc.) with consumers, families and other agencies to achieve appropriate services for individuals with I/DD.
- Uphold The Arc of Northwest Wayne County's organizational policies and procedures.
- Personal commitment to the goals and objectives of The Arc of Northwest Wayne County.
- Perform other related tasks as assigned.

### Required Skills and Abilities

- General organizational skills.
- Ability to communicate effectively (both orally and in writing) to a variety of people.
- Use of tact, patience, humor and other characteristics needed to successfully meet and deal with the general public.
- Accept, respect and appropriately interact with people who have intellectual and developmental disabilities.
- Develop good working relationships with individuals and their family members (and/or significant others), their support/agency staff, and others needed to accomplish the individual's goals.
- Demonstrate the presumption of competence and ability in all interactions with people with I/DD.

### Qualifications

- Bachelor's in Social Work degree desirable, however, a degree in a related field will be considered.
- Two or more years experience with individuals with intellectual and developmental disabilities.

This is a salaried position necessitating daytime office hours and some evening and weekend hours.  
This position requires some travel which requires a method of personal transportation.

### To Apply

Email a cover letter to Gretchen Sanewsky, Executive Director at The Arc of Northwest Wayne County ([gsanewsky@thearcnw.org](mailto:gsanewsky@thearcnw.org))