

JOB DESCRIPTION

Title: CATS Educational Enhancement Tutor

Summary of Functions:

Provide advocacy for children and adults participants with intellectual and developmental disabilities (I/DD) to ensure their rights are protected, their needs are met, and their wants are heard. Ensure that (I/DD) participants are receiving fair and just treatment and equal representation. Maintain confidentiality with (I/DD) participants and The Arc's business both inside the office and in the community.

Assist students and parents with academic subjects, such as English, mathematics, and home school curriculum instruction to pupils requiring additional educational support, adapting CATS curriculum to meet individual needs of students and families. May make visit to a student's home to help provide guidance in developing a learning environment within the home. Assist in accessing resources and material to enhance student and parent education. Arrange guest speakers to address issue around disabilities and education. Help in the development of educational activities using the resources in the Arc campus. Assist in the on-going monitoring and evaluation of program results. When necessary, assist in the development of corrective action plans.

Reports to: Executive Director

Essential Job Duties:

Advocacy:

- Identify the needs and resources required for children and/or adults referred by themselves, parents/guardians, community member, case managers, social workers or school personnel and determine the need for an advocacy specialist.
- Assist (I/DD) participants, and when appropriate their family/guardian/friends, in developing individualized supports for advocacy.

Participants and Community Education:

- Provide information and education to others in the service sector and the community about the individual rights of people with intellectual and developmental and related disabilities.
- Serve as a role model to others in the community around the issue of respecting those with I/DD disabilities.
- Provide information and education about The Arc of the Pikes Peak Region, what we do, what supports are available and how we might be able to help them.

Reporting:

- Maintain all client information and records according to agency policies and procedures.
- Record all documentation needed to demonstrate the results of activities as they relate to desired outcomes.
- Provide any other documentation or information as requested accurately and in a timely fashion.

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- Communicate to the Advocacy Coordinator and the Executive Director any staff, volunteer and/or third-party problems that are not being resolved and which could be or have the potential to be damaging, embarrassing or derogatory in any manner to The Arc.
- Provide status reports to the Advocacy Coordinator.

Community Relations:

- Represent the interests of The Arc and its constituents as needed at community meetings, organizations, etc.
- Represent The Arc's values and beliefs in a fair and effective manner at all times and during all community interactions.

Knowledge, Skills and Abilities:

- Ability to assess human service needs and appropriate interventions.
- Ability to merge groups of individuals and assist with problem solving.
- Ability to present issues in a manner that is fair, forthright and assertive and creates respect by others.
- Ability to maintain accurate, complete records that others can easily interpret.
- Ability to work independently, with judgment and maturity.
- Ability to articulate thoughts and ideas clearly and succinctly both verbally and in writing and communicate with people from diverse backgrounds with diverse opinions.
- Knowledge of the Criminal Justice System.
- Knowledge of the I/DD disability service system is desirable.
- Knowledge of educational laws and related acts highly desirable.

Qualifications:

- Bachelor's degree in Special Education or a related field
- Associates Degree with 5 years' experience related to classroom instruction or management
- A current, valid driver's license and valid automobile insurance required.
- Pass background check and pre-employment drug test

FLSA Status:

Contract Work – 12 months grant funded position