



POSITION ANNOUNCEMENT – PLEASE POST
Advocate, Bi-Lingual: Hmong/English
Part Time (30-34 Hours Per Week -Exempt)

Organization & Position Summary: For more than 60 years, Arc Greater Twin Cities, a member and volunteer-driven nonprofit organization, has developed and offered innovative programs, services, community outreach and education to support individuals with intellectual and developmental disabilities and their families in our community. Arc's mission is: *To secure for all people with intellectual and developmental disabilities and their families the opportunity to realize their goals of where and how they live, learn, work and play.* In addition to a **competitive wage**, Arc offers a **supportive work environment**. The team at Arc consists of **highly committed and creative professionals** who **want to make a difference** in the lives of children and adults with intellectual and related developmental disabilities and their families.

This position will provide information, referrals, intake for requests for support and outreach throughout the 7 county metro-area. The advocate will provide individualized advocacy and support services to families and individuals. This position will create and implement plans to assist individuals in accessing their preferred options and/or overcoming the barriers that inhibit access to adequate support. Employees are expected to demonstrate competence within the areas of communication, problem solving, flexibility, job knowledge, time management, interpersonal relations, ethics, and leadership.

Major Responsibilities:

- Participates in providing information and assistance telephone coverage and in-person consultation.
- Provides direct individual advocacy to families and individuals.
- Maintains current knowledge of community programs, government programs, supports and service areas impacting the lives of people with intellectual and other developmental disabilities.
- Represents the agency in educational, county and state committees.
- Creates and maintains quality database documentation of all actions taken within each intake situation.

Qualifications:

- **Bilingual: English/Hmong required**
- Experience working with and knowledge of federal, state and local systems in regards to intellectual and developmental disabilities
- Demonstrated experience with community organizing and establishing collaborative relationships
- Strong interpersonal, communication, public speaking and organizational skills
- High energy, commitment, and self-motivation
- Excellent customer service and telephone skills
- Microsoft office, iMIS proficient
- BA/BS in human services or related field preferred

Compensation: Competitive Salary. Excellent Benefits.

To Be Considered: Send cover letter with salary requirements and resume to:

Arc Greater Twin Cities
Attn: Director of Human Resources/AD
2446 University Avenue #110
Saint Paul, MN 55114
Fax 952-920-1480

Resume@arcgreatertwincities.org
www.arcgreatertwincities.org

Arc Greater Twin Cities is an equal opportunity/affirmative action employer