Walton Options Job Posting:

Internal and External Posting

Date Open: 5/12/2020
Closed: 06/3/2020
or until filled

Job Description: COVID-19 Pandemic and Emergency Response Team (PERT) Program Coordinator

Position: COVID-19 Pandemic and Emergency Response Team (PERT) Program Coordinator

Reports to: Associate Director
Works closely with Operations Coordinator

Part-time or Full-time: minimum 24 hours week, preferred 32
This position funded through a grant that will end 9-30-2021.

Summary:
Pandemic and Emergency Response Team (PERT) Program Coordinator with support and direction of Associate Director will work directly with community organizations, businesses, government agencies and other collaborators to access resources that assure people with disabilities impacted directly and indirectly by COVID-19 are able to remain or regain independence. It is expected that a significant part of this position will involve following and participating on various committees or informational calls in the GA and SC network. The Pandemic and Emergency Response Team (PERT) Program Coordinator will assure programs and services are identified and/or provided that support consumers impacted by COVID-19. Services include, but are not limited to technology, housing, food, medical care, protective equipment, government benefits and education. The Pandemic and Emergency Response Team (PERT) Program Coordinator will oversee a team of IL Advocates who will directly serve consumers, identify community barriers and solutions as it relates to COVID-19, and provide feedback on resources and trends to the WOIL team. Pandemic and Emergency Response Team (PERT) Program Coordinator will be responsible to provide training on CDC guidelines, severe weather, and other areas as it relates to safe practices. As part of the core elements of the mission of Walton Options, The Pandemic and Emergency Response Team (PERT) Program Coordinator is responsible for assuring that all consumers regardless of ages and type of disabilities has equal access and opportunity in setting and maintaining goals to become independent or maintain independence. These services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral ("I&R") services, peer support, transitional services to individuals, their families and the community.

Primary Responsibilities:

1. Provide training and oversight of the PERT staff.
2. Receive and respond appropriately to COVID-19-related requests, including internal referrals, by phone (voice, TTY), in writing, and/or in person, providing information and making appropriate referrals in a timely manner.
3. Maintain detailed records of all contacts made in regards to COVID-19.

4. Provide orientation to Independent Living Philosophy and IL services to consumers new to the Center for Independent Living (“CIL”) and who request individualized services.

5. Assign appropriate advocate for next steps to assist consumers in developing goals, and make necessary referrals, working their plan.

6. Screen requests for the CIL’s funding sources related to COVID-19 specific assistance and assist consumers in submitting documentation necessary to approve application to the PERT Operation’s Assistant.

7. Provide one-on-one skills training with consumers in the absence of an advocate or in situations that require specialized support.

8. Maintain confidential files as required.


10. Complete all other necessary paperwork including Management Information System (MIS) forms.

11. Provide five core services which include Information and Referral, Advocacy, Independent Living Skills Training, Transition services, and Peer Counseling as related to COVID-19.

12. Provide workshops and trainings that respond to community and consumer needs related to COVID-19 and emergencies, to include guidance on personal emergency plans for consumers.

13. Provide outreach and serve as key contact in issues related to COVID-19 and emergencies to include gathering information for implementation and informing other agencies of WOIL efforts and resources.


15. Develop position statements and press releases for approval and publishing as it relates to COVID-19 and other emergencies.

16. Understand the external resources and their processes for consumers to access technology, housing, food, medical care and other items as needed as related to COVID-19. Examples—how to apply for Unemployment or food delivery, application process for benefits or shelter.

17. Contact consumers in relation to COVID-19 using screening tools that are required.

18. Work with the Operations Team to assure that the safety and welfare of the organization, staff, and consumers are met through our safety plans and training.

19. Travel in the 26 county service area to identify and connect to resources that will enhance the Core independent living services, especially related to COVID 19. Travel documentation is required and should not be the first method of connection.
Qualifications

A. Education and Experience

Minimum qualifications require a Bachelor’s degree in non-profit management, public administration, human resources, education, legal services or a related field of study combined with a minimum of 4 years’ experience in a disability-related position of which 2 should be of supervisory experience. The degree requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Knowledge and experience with the community resources preferred. Recruiting and job placement experience preferred. Personal experience with disability-related issues is preferred.

B. Knowledge, Abilities and Skills

1. Ability to work independently and exercise discretion and independent judgment regarding the provision of services and advocacy on behalf of individuals with disabilities.
2. Knowledge of human disabilities and their characteristics.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and other service providers.
6. Excellent skill in computer Microsoft applications and accounting operations. Must be able to produce Word, Excel, Power Point, and Access documents.
7. Must have strong attention to detail.
8. Reliable transportation and able to travel within our 26 county service area as well as the two states as needed.

Note: due to the immediate need to implement supports to our communities, this position does not allow for flexibility on skill or capability to begin immediate production. Please do not apply if you do not have adequate transportation or computer skills to meet the minimum requirements of the position.

- Location: 948 Walton Way, Augusta, GA  30901
- Compensation: Minimum Start with stated qualifications $15 per hour,
- Schedule: Flexible but planned due to nature of role and community work, changes to work schedule as organization needs.
- This is at a non-profit organization.
Qualified people with disabilities and diverse backgrounds are encouraged to apply.

Walton Options for Independent Living, Inc is an equal employment opportunity employer. To apply for this unique opportunity to be directly involved within your community, please forward your cover letter, resume, copy of diploma to the attention of Ebony Rivers at jobs@waltonoptions.org