



Center for Self Advocacy Inc.
1021 Broadway, 4th Floor
Buffalo NY 14212
716-768-1795
CENTER4SA.ORG



01/18/2022

Job Description
Self-Advocacy Specialist 1
Center for Self Advocacy Inc. (CSA)

Basic Function:

Self-Advocacy Specialist 1 in the Peer Empowerment Network (PEN). This position is to facilitate and manage peer support groups, to complete proper documentation and reports based on specific grant funding needs. The Self-Advocacy Specialist 1 will work with the Program Coordinator on the tasks below. The Self-Advocacy Specialist 1 will also outreach to schools, day habilitation sites and the community at large. Preferred candidate will have knowledge of intellectual and developmental disabilities, experience in applying the principles of diversity and inclusion, and an understanding of the self-advocacy movement and its relationship to other social justice movements. People with disabilities are encouraged to apply.

- Facilitate and manage peer support groups and 1 on 1 sessions.
- Research topic areas for peer support groups.
- Ability to work independently with supervision.
- Ability to problem solve.
- Attend meetings and community events as requested.
- Utilize organizational skills, such as keeping a calendar of meetings and scheduled groups and utilizing other apps such as Microsoft Office.
- Provide timely, written documentation of all individual and group activities, including contact information where appropriate.
- Schedule workshops and trainings.
- Promote Peer Empowerment Network and other CSA programs in the community and social media.
- Understand and have knowledge of Care Coordination and support systems.
- Ensure all confidential information remains confidential and is processed and maintained accordingly.
- Comply with all agency policies and procedures.
- Work with the executive director and CSA staff to accomplish tasks as needed.

Reporting Requirements:

“ We help people with developmental disabilities work and advocate within their community and have an independent and productive lifestyle ”



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**Hours to be determined. The position is projected to be 15 – 20 hours per week.
Rate of pay will begin at \$15 per hour.**

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

Signatures of both the employee and supervisor and date must be on this document before starting this position.

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