



DISABILITY
COMMUNITY
RESOURCE
CENTER

EMPLOYMENT OPPORTUNITY- SYSTEMS CHANGE ADVOCATE

POSITION TITLE: Systems Change Advocate (Systems Change I)
CLASSIFICATION: Non-Exempt
REPORTS TO: Program Manager

SUMMARY

The Systems Change Advocate (Systems Change I) is under the direction and supervision of the Program Manager. The Systems Change Advocate is responsible for leading the development of systems change planning and implementation as well as participating, as appropriate, in recruiting, training, and organizing members of the disability community. This position is expected to provide leadership in the community to enact systemic changes benefiting disabled people and older adults on a local, state, and national level.

RESPONSIBILITIES

- Facilitate and direct short and long range planning for campaigns effecting systems change for disability issues.
- Facilitate and provide training to individuals or groups on the concepts of basic community organizing, legislative contacts, and systems change advocacy on disability issues.
- Be a secondary contact point to keep Advocacy staff and members aware of local, state, and national issues affecting people with disabilities as part of the CFILC statewide network of disability advocates.
- Provide monthly reports to the Executive Director outlining the progress of activities and campaigns that have been undertaken.
- Represent DCRC at community meetings and other gatherings on issues of concern to people with disabilities.
- Attend and contribute to regular staff meetings of DCRC's Advocacy Department and the general staff.
- Perform other duties as assigned by the Program Manager.

Disability Community Resource Center - www.dcrc.co

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** ☎ (310) 398-9204 **TTY** ☎ (888) 851-9245 **Toll-Free**

QUALIFICATIONS

- Ability to define problems, collects and interprets information, and effectively teaches the appropriate material.
- Ability to maintain confidentiality.
- Ability to communicate effectively with people with disabilities and members of their local communities.
- Ability to exercise initiative, ingenuity, and sound judgment in workload coordination and in technical matters.
- Computer literacy, particularly in Microsoft Office as well as other basic computer programs.
- Familiarity with ADA issues regarding access, employment, etc.
- Must be able to travel as required.

PREFERRED QUALIFICATIONS

- Life experience with disabilities as well as knowledge of the Independent Living Movement philosophy.
- Bilingual skills (Spanish, Pacific Asian Islander and/or American Sign Language).
- Experience in domestic violence/sexual assault.

POSITION TYPE/HOURS OF WORK

This is a full-time position that reports to the Program Manager. The Systems Change Advocate (Systems Change I) is expected to work the typical work week at DCRC- 40 hours a week.

AAP/EEO STATEMENT

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

DISCLAIMER

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned.

UNION REPRESENTATION

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to

the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC. The APDSE will be provided your contact information and related salary information once you begin employment at DCRC.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and the completed employment application forms. You may fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Employment forms are located on our website at:

<https://www.dcrc.co/wp-content/uploads/2018/02/2018-DCRC-Employment-Application.pdf>

<https://www.dcrc.co/wp-content/uploads/2018/02/2018-DCRC-Applicant-Data-Record.pdf>

Please note that incomplete applications will not be considered.