



People First[®] of California, Inc.

1225 8th Street, Suite 360 • Sacramento, CA 95814

Phone (916) 552-6625 • Fax (916) 441-3494

www.peoplefirstca.org • info@peoplefirstca.org

So-Cal Outreach Facilitator

PFCA JOB ANNOUNCEMENT – September 2010

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|------------------------------|---|
| POSITIONS: | SO-CAL OUTREACH FACILITATOR: PART-TIME |
| CONTRACT RANGE: | \$15/hour (20 HRS/WEEK) with some benefits |
| CONTRACT DATES: | OCTOBER 1, 2010– SEPTEMBER 30, 2011 with possible continuation of grant. At-Will Employer. |
| MAIL APPLICATIONS TO: | People First of California, Inc. (PFCA) 1225 8 th Street, Suite 360 Sacramento, CA 95814 |
| OR FAX/EMAIL TO: | (916) 441-3494 O R joe@peoplefirstca.org |
| DEADLINE TO APPLY: | <i>INTERVIEWS START MID SEPTEMBER; POSITION OPEN TILL FILLED</i> |
| QUESTIONS CONTACT: | Joe Meadours @ (916) 552-6625 |

JOB DUTIES:

The primary duty of this position is to work directly with SoCal People First of California staff & board members to strengthen People First Chapters and Self-Advocacy Groups training the goals of this project and mission of People First of California. The person hired must be able to carry out duties such as help organize work activities, communicate well, computer skills (Word, PowerPoint, Adobe, internet, email), networking with others in DD field throughout the state, and other jobs as necessary. This position must have skills of facilitation and advising, and be able to help other self-advocate staff do their jobs being in the lead but knowing how to work behind the scenes to help them. Facilitator is required to travel throughout the state with primarily travel being in Southern California. A clean driving record, working vehicle, and insurance are required for this position. Mileage reimbursement is available for work related activities. 10 paid holidays (at part time rate), partial cell stipend, and small medical stipend (to help with personal health insurance if desired) benefits available.

APPLICATION PROCESS:

Please submit cover letter, resume, and completed questionnaire to PFCA address, email or fax ASAP. Interviews will be conducted by SoCal Outreach Coordinator, Executive Director and Deputy Executive. Those selected for employment will start ASAP.

SELECTION PROCESS:

Applications will be screened on the bases of knowledge, experience and potential to meet the desired qualifications and job duties. The most qualified applicants will be interviewed. PFCA reserves the right to choose who they will interview or not interview base on what they believe to be the best candidate.

**PEOPLE FIRST® OF CALIFORNIA, INC.
PF SOCAL OUTREACH FACILITATOR**

APPLICANT QUESTIONNAIRE

(If you want to use extra paper to answer a question, please number your answer)

1. Do you meet the minimum desired qualifications (see job description)? yes no
2. Have you been involved with People First (or any other self-advocacy group)? yes no

If yes, please tell us when, where and what you did:

3. What skills do you have to work with of people with developmental disabilities and others in the DD field about People First self-advocacy and being on a board?

4. Why are you interested in this job? What ideas would you bring to this project to help accomplish the project's goals?

5. What organizational qualifications do you have for this job?

6. Do you drive? yes no

7. Do you have a car? yes no
(Outreach Facilitator **must** have a working, reliable car, insurance & driver's license)

8. Are you willing and able to travel around the state? yes no
(All travel is reimbursed by the project; Primary travel will be in So. Cal.)

9. Do you need special accommodations for traveling? yes no
If yes, please tell us what accommodations you need:

10. Have you ever helped self-advocates with trainings/speaking before? yes no
If yes, please tell us about your experience:

11. Describe your understanding of how a Self-Advocate and a person without a developmental disability might work together on a team? What do you think your role would be?

12. How important is communication in working in a team and company? What types of communication do you use to make sure your team members are communicating well (for example, phone, fax, email, face to face, etc.)?

13. Describe your experience working with the following:

➤ Boards:

➤ Professionals in the DD Field/Networking:

➤ Using Windows or Mac Computers (give us examples of how you've used them recently):

➤ Jobs supervising, training or helping other staff (especially providing help with doing time cards, travel arrangements, and preparation for trainings):

14. If hired, how soon would you be able to start? _____ / _____ / 2010
(Position is available 10/1/10 on)



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Job Description #4 - Position: SoCal Project Facilitator (1/2-time position)

Responsible to: Executive Director and PFCA BOD

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Duties and responsibilities include but are not limited to:

- Help assist the staff in setting up meetings with local regions to help strengthen their area on how to become stronger People First Self advocates.
- Assist staff in bringing information back/forth to/from local/regional groups and PFCA. Help facilitate communication and closer networking between state organization and local/regional chapters.
- Work with Executive Director and other staff to make a plan on how training will be organized throughout the year, when and where it will happen, how it will be done and what materials are needed.
- Help with all training, brochures, PowerPoint, and instructional materials.
- Connect with stakeholder groups in regions to facilitate communication with PFCA.
- Have a understanding of mentorship, training trainers, self-advocacy, and the 5 principles of what People First stands for. Work with and receive training from PFCA to carry out the goals & objectives.
- Other duties assigned by the Executive Director and/or Board to complete the goals of the project.

Desired Qualities and Qualifications

- Experience facilitating groups of people and/or organizations preferred. Knowledge or experience facilitating/advising/helping a local People First self-advocacy group helpful.
- Ability to network and build community coalitions/resources for People First desired.
- Believe that people with developmental disabilities are "People First" running their own organizations.
- Some knowledge of the Self Advocacy- Developmental Disability Movement helpful.
- Be a creative thinker and self-starter.
- Must have a good DMV record, working vehicle and current auto insurance.
- Must have patience, writing & computer skills, internet knowledge, and ability to work as a team member with various individuals and groups.
- Be excited about People First and promote excitement with other staff and members.

I have read and understand these job duties:

Printed Name

Signature

Date