

ADA Consultant/Civil Rights Advocate Job Description

Job Title: ADA Consultant/Civil Rights Advocate
Reports To: Executive Director
FLSA Status: Non-Exempt
Classification: Full or Part Time
Hours: Monday – Friday 9:00-5:00, occasional evenings and weekends

Position Summary:

This position is responsible for providing technical assistance, training and consultation on compliance and implementation of all Titles of the ADA, section 504 and other civil rights laws related to individuals with disabilities. The position requires systems and individual advocacy on behalf of CDE consumers regarding access and civil rights inquiries and complaints.

Essential Duties and Responsibilities:

1. Provide training, technical assistance and consultation to government agencies, businesses and other entities regarding the Americans with Disabilities Act, the Fair Housing Act and other civil rights laws related to people with disabilities.
2. Expertise in all Titles of the ADA, including the Americans with Disabilities Act Accessibility Guidelines and familiarity with other state and federal civil rights laws.
3. Ability to conduct on-site surveys for compliance with the requirements of the ADA Standards for Accessible Design, and to generate comprehensive reports and recommendations.
4. Generate consultation proposals, including cost estimates, and final billing to client.
5. Investigate consumer complaints and assist with resolution.
6. Document consumer services and report outcomes to Manager.
7. Maintain effective working relationships with all CDE staff as well as agencies/service providers in order to ensure effectiveness of services.
8. Promote the Independent Living Philosophy in the community.
9. Document all consumer and community contact information in CDE database.
10. Other duties as requested by Manager or Director.

Supervisory/Management Responsibilities

None

Qualifications:

Experience, Education, and Licensure

Bachelor's Degree, or equivalent experience, in Rehabilitation, Special Education and/or disability related field and/or ADA Coordination Certification. Minimum 4-years of experience and demonstrated skill in application of all Titles of the ADA, Section 504, Fair Housing Act and other state and federal civil rights laws.

Knowledge, Skills and Abilities

Must have excellent verbal and written communications skills. Ability to use technology designed to document ADA surveys. Ability to travel throughout Ohio and to accommodate overnight stays if necessary. Understanding of and commitment to Independent Living Philosophy. Personal experience with a disability preferred.

All candidates must pass a FBI/BCII background check if position is offered.

Working Conditions

Office and Community Environments.

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

General Expectations of Employee:

- Adheres to CDE Policy and Procedures
- Acts as a role model both inside and outside the Center
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about Department/Program issues
- Demonstrates flexible, efficient time management, and ability to prioritize work load
- Meets work commitments and accepts accountability
- Consistently reports to work on time prepared to perform the duties of the position