

POSITION DESCRIPTION

Job Title:	GAPS Advocate		
Department/Program:	GAPS	Reports To:	GAPS Program Director
Location:	Eugene, Corvallis, and Salem Area	Travel Required:	Frequent local; occasional overnight
Salary Range:	\$20 - \$25 / hour	Position Type:	Full-time; Non-exempt
Positions Supervised:	0	Management Team:	No

Position Summary

A GAPS Advocate acts as a legal representative and advocate for persons assigned, and ensures each person has the opportunity to live a good life of their choosing by engaging in personal visits, substituted/supported decision-making, and clear communication with planning teams, courts, family members, and advisory committee.

Specific Responsibilities

- Develop, implement, and manage a person-centered guardianship plan to meet the person's needs
- Establish a relationship with the person and an understanding of the way each person communicates and his/her dreams and goals
- Establish a path for the individual to discontinue guardianship whenever possible
- Establish and monitor living arrangements in the best interest of the person
- Coordinate and consent to medical and psychiatric treatment of the person
- Prepare and maintain comprehensive, accurate and timely case documentation including petitions, court reports, correspondence and case notes; prepare documentation necessary to present to the courts to continue or discontinue guardianships; and, appear and testify in court proceedings as needed
- Provide on-going case management to ensure the well-being of persons assigned, including monthly visits, or more frequently as may be required to meet the needs of the person
- Upon the person's death: ensure all funeral arrangements are made; all documents related to the death of the person are completed and filed appropriately; known family members and all parties involved in the funeral process are notified; attend funeral services; and, ensure final arrangements are carried out in a timely manner
- Develop and maintain professional relationships with internal and external stakeholders such as residential facilities, care providers, attorneys, judges and court staff, state agencies, clients, and the community
- Other duties as assigned

General Expectations

- Perform duties in a manner that represents the accepted values in the field of disabilities and supports the mission and vision of the organization
- Exhibit a positive attitude toward job duties, coworkers, and customers
- Exhibit cultural sensitivity and respect the perspectives of coworkers, customers and all others whom you interact with as an employee of The Arc Oregon
- Be an active contributor to your team and collaborate on a consistent basis with other teams throughout the organization
- Demonstrate initiative, creativity and self-direction in fulfilling job responsibilities
- Remain knowledgeable and updated on trends and issues relating to persons with disabilities
- Positively and professionally represent The Arc Oregon and your program to the public, building constructive working relationships with service vendors, project funding sources, community agencies and other service recipients
- Routinely contribute ideas and suggestions to improve services and/or operations
- Maintain open communication with supervisor, executive director, and co-workers regarding assigned duties and potential challenges
- Perform all duties in a timely, accurate and thorough manner
- Maintain a current Outlook calendar and communicate changes with Program Director
- Conduct business in a manner that is consistent with all policies and procedures of The Arc Oregon and your program
- Seek out, and participate in (as approved by Program Director), continuing education and professional development opportunities necessary to maintain required certifications or credentials, as well as enhancing general knowledge and skills related to assigned job duties and topics related to your area of expertise
- Maintain regular attendance at all scheduled internal meetings and participate in assigned workgroups or committees as approved by Program Director
- Communicate with supervisor to understand tasks and deadlines
- Maintain knowledge of current OARs, Policy Transmittal, and Action Requests both at the state and federal level as necessary to deliver services appropriately
- Understand the importance of confidentiality and maintain strict confidentiality standards at all times
- Follow The Arc Oregon's policy related to propriety information and report any known breaches of copyright infringement to the Executive Director

Required Skills, Experience & Expertise

Any combination of the following education, experience, and/or training that would likely provide the required knowledge and abilities to perform the duties of the position

- 3 years' experience in programs serving persons with disabilities

- Deep understanding and practice of person-centered thinking and supported decision-making, and a commitment to providing the tools and education necessary for individuals to increase their own capacity for decision making and self-direction
- National Certified Guardian (NCG) status, or the ability to obtain certification within 6 months of hire date.
- Knowledge of I/DD, the Oregon DD Service Delivery System, and applicable local, state, and federal laws, and standards governing guardianship
- Demonstrated knowledge of the service values and trends current to the field of disabilities, and specifically in the area(s) of assigned work
- Employee should have:
 - Good organizational and time management skills, including the ability to prioritize
 - Excellent written and verbal communication skills
 - Working knowledge of Microsoft Office Suite programs
 - Ability to learn new software programs as needed to perform duties

Working Conditions

- Duties are typically performed in a variety of environments including:
 - General home office setting during traditional office working hours (8:30 a.m. – 5:00 p.m., Monday – Friday).
 - Off-site locations weekly as this position visits each supported person in person at least once a month. Typical daytime travel, when not under COVID restrictions, is 3 to 4 days a week. This position visits people in the Eugene area, Corvallis area, Salem and surrounding area as well as people in Medford and Coos Bay. Can include visiting at their vocational site, home, out in the community, or other location.
- Evening or weekend work is required on an as needed basis. Currently one Wednesday evening a month is required for a committee meeting. Other evening and weekend work is determined by emergencies of the people supported.
- This position requires some travel to sites within daily commuting distance and occasional long-distance travel that may require overnight stays in-state and out-of-state
- This position has the use of a car provided by The Arc Oregon. Employee must have a valid driver's license, good driving record, and required insurance coverage.
- An approved criminal history check is required.

Acceptance

Employee Name

Signature

Date