



**The Advocacy
Network on
Disabilities**

Formerly known as CCDH, Inc.

7990 SW 117 Avenue • Suite 135 • Miami, FL 33183 Tel 305.596.1160 • Fax 305.596.6196 advocacynetwork.org

POSITION AVAILABLE: FAMILY SUPPORT COORDINATOR

Qualified Candidates Only, Please - Send resume to hr@advocacynetwork.org

SUMMARY

This position is responsible for providing advocacy and case management services to individuals with developmental and other disabilities, their families and care givers, and professionals and others seeking assistance on their behalf.

EDUCATION & EXPERIENCE

****MINIMUM EDUCATIONAL REQUIREMENTS:** Bachelor's Degree in Social Work with a minimum of 1 year post-degree experience, or Master's Degree in Social Work (strongly preferred). Degrees in other fields considered with experience providing case management services, or working with individuals with disabilities.

- Knowledge of local social service resources, preferably those for individuals with disabilities.
- Ability to engage and work with diverse people and communities with a high degree of respect and cultural competence.
- Excellent oral and written communication skills.
- Bi-lingual (English/Spanish or English/Creole).

PRIMARY RESPONSIBILITIES

- Provides case management services (including advocacy, outreach, support coordination, resource and referral, and follow-up).
- Assesses needs, develops service plans, links individuals to resources, and fosters self-advocacy skills.
- Maintains appropriate, accurate, and timely documentation including recording case notes for each contact made with or on behalf of an individual receiving assistance.
- Conducts outreach, education, training, and advocacy activities, including participates in community events.

SALARY & BENEFITS

- Competitive salary based on degree and experience.
- Benefits include generous paid time off and holidays, and 100% employer paid health, dental, life, and disability insurance.
- Friendly, collegial work atmosphere.

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