Open Positions: 1

Salary: Minimum starting pay is at least $15.411. The pay for this position will be set within the pay range based on qualifications and experience.

Work Schedule/FTE: This is a full-time position. Work schedule expected to be Monday through Friday. Work hours will be determined upon hire but an anticipated work schedule would be from 8:00 am to 4:45 pm with a 45 minute lunch. This position will be required to telecommute.

Job Summary:

The Family Advocate Network will provide the UCEDD with the opportunity to effectively reach out to underserved and under-represented communities to help families gain access to the services and supports available to them. Within the Public Policy and Systems Change work unit, University Center for Excellence in Developmental Disabilities, and under general supervision, this position provides essential and complex program support to the project coordinator and manager of the WI Promise Family Advocate. This position will be responsible for connecting with Wisconsin PROMISE families individually or in small groups to share information about the transition process and employment planning using an already developed training. This position will also assist and support families with systems navigation. This position provides and exercises exceptional customer service with PROMISE families, communicates regularly with all team members, and exercises strong problem-solving skills. Other duties include documenting interactions with families, serving as a liaison between university staff, PROMISE staff, and families, and participating in related meetings and trainings.

This position will serve as a contact to specific counties in the State of WI. This position will be located in Region 2 and 3, which serves the counties of Milwaukee, Ozaukee, Waukesha and Washington.

Additional Requirements: A criminal background check will be conducted and a probationary period will be required. This position will also require that individuals have the ability to type.

For a complete list of duties and knowledge and skills, please see: http://www.ohr.wisc.edu/Weblisting/External/PDSummaryApply.aspx?vacid=97761&title=08500

How to Apply:

In order to apply, applications must be submitted online at https://uwjobapply.wisc.edu/Apply.aspx?chris=97761 Please click on the “Apply Online” button to start the application process.

To apply for this position you will need to upload a cover letter and resume as it relates to the position. Please address the following information in your application materials:

- Describe your experience interacting or working with families, in particular families of individuals with disabilities and/or families from underrepresented populations.
- Describe your familiarity and experience with the support systems available for individuals with disabilities in the State of Wisconsin.
- Describe your experience in planning and coordinating meetings or events.
- Describe your familiarity and experience with accessing available services and resources in your community that support individuals with disabilities and their families.

The application deadline for this vacancy is February 23, 2016. If you have any questions or have trouble applying, please contact Choutae Yang, Human Resources Assistant-Advanced at 608-263-5671 or cyang@waisman.wisc.edu If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm
NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identity and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer.