Salary: The minimum starting pay is $15.42 per hour. The pay rate for this position will be determined based on qualifications and experience.

Appointment Percentage: This position is expected to be set between 50 – 100 percent time. Work schedule will be flexible and will be determined upon hire. This position is expected to work Monday through Friday.

Job Summary:
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical biomanufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

The mission of the Waisman Center's University Center for Excellence in Developmental Disabilities (UCEDD) is to support the full inclusion and self-determination of people with developmental disabilities and their families. The UCEDD has been asked to develop and implement a statewide Family Advocate Network as part of the UCEDD's ongoing work with Wisconsin PROMISE - a program designed to foster improved health, education and post-secondary outcomes for families with children between the ages of 14-16 that receive Supplemental Security Income (SSI). The primary focus of the initiative is to support improved coordination of various services, such as those available through the Individuals with Disabilities Education Act, the Vocational Rehabilitation State Grants program, Medicaid health and home and community based services, Job Corps, Temporary Assistance for Needy Families (TANF), and Workforce Investment Act programs. PROMISE also seeks to facilitate the use of such services, ensuring that families are tied into programs for which they may be eligible, but are not yet participating.

The Family Advocate Network will provide the UCEDD with the opportunity to effectively reach out to under-served 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 Wisconsin. This position will primarily be located in Regions 1 and 2 and will provide backup service to Region 3, which serves the counties within Southeastern WI, which include but are not limited to the following counties: Milwaukee Waukesha, Racine and Kenosha.

Requirements:
- A Criminal Background Check will be conducted.
- A probationary period will be required.
- The ability to type is required.

For a complete list of duties and qualifications please see: http://jobs.hr.wisc.edu/cw/en-us/job/494604/family-advocate-staff

How to Apply:
Please click on the "Apply Now" button to begin the application process. You will be asked to upload a resume and cover letter. 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.

Describe your experience or familiarity with electronic mail, spreadsheet and word processing software.

Questions about the position or application process should be directed to Melissa Henning, Human Resources Assistant, at 608-890-1388 or melissa.henning@wisc.edu.

To ensure consideration applications must be received by April 14, 2017

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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
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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 identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).
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UW-Madison is an equal opportunity/affirmative action employer.

We promote excellence through diversity and encourage all qualified individuals to apply.
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required