Family Advocate Staff – Cert 99955

Appointment Percentage: 50% – 100%  
Number of Positions: 1

Minimum Starting Pay: $15.42/hour

Job Summary:

The Family Advocacy 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 and youth individually or in small groups to share information about the transition process and employment planning and to share information about self-advocacy using already developed trainings. 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 10 and 11, which serves the counties within Southcentral and Southwestern WI, which include but are not limited to the following counties: Dane, Jefferson, Sauk, Columbia and Grant.

For a complete list of duties and qualifications please see:


We offer an excellent benefits package as well as a competitive salary based on qualifications.

How to Apply:

To be considered, a cover letter and resume must be submitted online. Please click on the "Apply Now" button to start the application process at this link: http://jobs.hr.wisc.edu/cw/en-us/job/493416/family-advocate-staff.

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 can be directed to Choutae Yang at 608-263-5671 or at cyang@waisman.wisc.edu.

To ensure consideration for this position, applications must be submitted online by October 26, 2016.
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](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 identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

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.