

Organizational Summary

The Coalition of Institutionalized Aged and Disabled (CIAD) is a non-profit, constituent-led advocacy organization of adults living in Adult Care Facilities (ACF). CIAD was established in 1973, to address the sense of disenfranchisement and isolation experienced by adults living in long term care institutions with minimal staffing, regulation, or regulatory oversight. The vision of CIAD is one that seeks to protect people's rights, improve the quality of their lives and living circumstances, and transform institutions into real community settings where people live with dignity, autonomy, and agency. CIAD helps this vulnerable population find and raise their voices and have a seat at the table of power in their homes and in governmental and regulatory systems.

Position: Peer Advocate

Position Summary

The Peer Advocate (PA) is an ambassador of CIAD to help educate, advocate and empower residents of Adult Care Facilities. In this part-time role, the PA is a listener, who learns the needs and culture of a home by getting to know Residents, attending Resident Council and Food Committee gatherings and other activities as invited and assigned. A Peer Advocate may be tasked with support in multiple homes over a period of time in order to have the greatest impact in empowering our constituency. The PA combines the lived personal experience of physical and mental health challenges as well as adult care facility living in their various activities. A Peer Advocate may be trained to provide Independence Trainings or other workshops in various ACFs. The PA is an integral part of the CIAD Team to empower Resident Councils in their effective leadership of the home Residents. The PA also participates in identifying and supporting legislative items for lobbying with state and city elected and regulatory officials.

Responsibilities

- Be an ambassador at all times, representing the empowerment vision of CIAD.
- Support Senior Staff in providing Resident Rights trainings.
- When trained, provide Independence Skills Training Workshops based in the CIAD curriculum.
- Participate in Support Line rotation for staffing calls and returning messages, documenting calls and referring to Senior Staff or outside resources as needed.
- Participate in Staff meetings, trainings and supervision as scheduled.
- Assist with organizing and supporting Resident Councils and Food Committees in assigned ACF settings.
- Participate in advocacy and lobbying initiatives.
- Maintain records as required.

Duties

- Participate in bi-weekly Team call with full-time staff member (30 minutes).
- Participate in staff meetings and trainings as scheduled, both live and on Teams platform (1.5 hours weekly).
- Keep notes and report on assigned homes at Staff meeting.
- Support Resident Council Leaders in adult homes with organizing and advocacy (2-4 hours every 2-4 weeks).

- Accept and return Support Line Calls (potentially 4 hours weekly).
- Make resident referrals to external resources, and allies.
- Provide training workshops as scheduled with the Training Director for assigned ACFs.
- Participate in the Annual Speak Out Day in Albany. (All day event)
- Other duties as mutually agreed upon and for which PA is trained.

Qualifications/Skills

- Peer experienced in Adult Care Facility living.
- Strong listening skills.
- Good organizational skills.
- Ability to use mobile phone, Chromebook or laptop/desktop computer with internet access.
- Capacity and willingness to learn Microsoft 365/Teams Platforms.
- Ability to complete forms and reports on-line.
- Ability to participate in online meetings and sessions.
- Ability and willingness to work in teams and under supervision.
- Willingness to attend a meeting on weekends if needed.

On-Boarding for CIAD culture

- New Peer Advocates will be trained by full-time staff in several ways.
 - Shadowing of the Home Organizer for 2 weeks to learn essentials of home organizing and Resident Tool Kit.
 - Shadowing of Training Director for 2 weeks to learn essentials of training model and Taking Control.
- Demonstrate understanding of CIAD Mission and philosophy of empowerment.
- Some Peer Advocates may be trained in Independence Training materials and how to conduct workshops.

Supervision

- Bi-weekly call with full-time Staff who coordinates activity in assigned home.
- New Hire - 30 Days- Verbal Review after initial hire.
- New Hire - 90 Days Written Review for new hires.
- Annual Review Based on Hire Date with self-appraisal and appraisal by Deputy Director.

Salary and Benefits

- The hourly rate is \$20.00
 - Schedule is 6-12 hours weekly with some variation.
- Paid Vacation – 12 hours annually.
- Paid Sick Time – 12 hours annually.
- Personal and Safe Days as reflected in the Employee Handbook.

Location & Travel

- This is a hybrid adult care facility and remote work position.
- The ability to travel to adult care facilities is essential within the five boroughs of New York City. Peer Advocates will travel only within one borough.
- Ability to work some nights and weekends depending on the schedule of meetings for Resident Councils.

Equal Employment Opportunity Policy

CIAD is committed to providing equal employment opportunities to all employees and applicants for positions in every facet of its operations.

All employment-related decisions, including hiring, placement, promotions, transfers, training, compensation, corrective action, and termination, are made based on individual qualifications and job performance without regard to race, color, national origin, citizenship status, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, carrier status, or any other basis prohibited by applicable law.

CIAD affirms in posting positions that resumes and letters of interest for all qualifying candidates will be reviewed and considered during such a search.

Non-Discrimination and Non-Harassment Policy

CIAD is committed to maintaining a work environment in which all individuals are treated with professional respect and dignity. Discriminatory practices, including harassment, are prohibited. To this end, CIAD has a zero-tolerance policy with respect to unlawful employee harassment. This policy prohibits harassment of any individual by another person on the basis of any protected classification including race, color, national origin, citizenship status, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, carrier status, or any other basis prohibited by applicable law

Sexual Non-Harassment Policy

CIAD prohibits sexual harassment. Sexual harassment includes verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly a condition of employment, submission to or failure to submit to such conduct is a basis for an employment decision, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

To Apply

Please send an email to jobs@ciadny.org to request a job application.



Resident Council Coalition

425 East 25th Street New York, NY 10010

www.ciadny.org

Or call our Support Line at 866-503-3332 ask to have an application mailed to you.