

Position Announcement

Community Engagement Coordinator for Special Populations

in the Loudoun-Fairfax region of northern Virginia



Title: Community Engagement Coordinator, Special Populations
Reports To: Director of Community Engagement
FLSA Status: Exempt
Revision Date: December 14, 2021

SUMMARY

The **Community Engagement Coordinator, Special Populations**, including Developmental Disabilities (CECSP or Coordinator) will implement Communities Together's neighbor engagement and community building programs. The Coordinator will work to help integrate several residents who identify as developmentally disabled into the "mainstream" community and provide Communities Together's integrated community engagement programs. Job functions include team collaboration; program implementation; project planning and improvement; resident event planning, coordination, and execution; program evaluation; and relationship-building to support residents to meet their personal and community goals. Additionally, the Coordinator will work with providers, partners, case managers, and residents who are developmentally disabled, comprising about ten percent of the community's residents, to ensure that they are integrating into the community, participating in activities, and have the necessary resources successfully to live independently.

Goals of the program and the position include increased resident opportunities, strong resident relationships, resident self-reliance, community cohesion, and housing stability. Teamwork, social service and mental health referrals, working with community partners, programmatic planning, logistics, and reporting are critical to this position.

The Coordinator will be working full-time on-site at an affordable housing community in the Loudoun-Fairfax region of northern Virginia. This is a new position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop, implement, and improve dynamic, effective, and results-based resident engagement programs and services to meet community demand. Develop programs that are **inclusive of all residents** – "mainstreaming" individuals with developmental disabilities.
- Conduct marketing, speaking engagements, and community outreach activities within the community for Communities Together programs and services.
- Assist residents with personal and career goal development and attainment.
- Work with partners, case managers, providers, and residents who are developmentally disabled to assist them in integrating within the residential and local community.
- Monitor services for residents and ensure that case managers are assisting residents in a) meeting their targeted goals and b) thriving within the community.
- Collaborate with team members to develop and implement measures of effectiveness and raise the quality of community engagement and programs.
- Communicate effectively with community members, using newsletters, calls, face-to-face outreach and support, social media, and other means. Ensure that communication meets the needs of all residents and is adapted to provide information to those with

developmental needs.

- Provide community referrals for a variety of services for residents including social services; community services; and enrichment, recreational, and leisure activities.
- Collaborate with Communities Together and partner agency colleagues to identify, establish, and implement processes to provide the efficient management of programs, goods, and services.
- Participate in the identification and preparation of grant proposals and donation solicitations for programs, goods, and services based on the needs and opportunities for the community.
- Maintain comprehensive documentation on all activities sufficient to fulfill program evaluation and reporting obligations. Maintain programmatic records timely, producing regular reports as required.
- Develop and maintain a thorough familiarity with resources available within the community for residents.
- Collaborate per contract with the property management team and fulfill the terms of Communities Together's contract with the property management firm.
- Uphold ethical standards and Communities Together policies.
- Abide by the Mission and Values of Communities Together.
- Conduct other duties as assigned by the Director of Community Engagement.

SUPERVISORY RESPONSIBILITIES: None, though the Coordinator may coordinate the work of interns and volunteers.

LICENSES: Valid Driver's License and acceptable driving record.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- A minimum of at least one year of experience and training in residential or community engagement, property management, social work, community organizing, human services, education, politics, government, and/or other civil society service is required.
- A bachelor's degree or an equivalent combination of education and work experience is required.
- Experience working in a low-income community would be highly valued.
- Experience or familiarity with Northern Virginia and Leesburg County governmental and community programs would be valued.
- 3 years' experience working with individuals with disabilities is required. Licensure in VA as a Mental Health Provider would be valued. This may include social work, licensure as a Professional Counselor, or as a Mental Health Professional with experience in working with the developmentally disabled, which would be highly valued. **THIS IS NOT A CLINICAL POSITION** but requires knowledge of social and educational services to provide best practices and coordinate providers, partners, case managers, and residents with disabilities professionally.

LANGUAGE SKILLS: College-level English speaking and writing skills are preferred. Ability to read, analyze, and interpret general and professional publications and governmental regulations

required. Ability to write reports, professional correspondence, and procedures required. Ability effectively to present information and respond to questions required. Bi-lingual applicants are valued, with preference for American Sign Language or Spanish.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand and walk. The employee is often required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Some locations may require climbing steps or walking from building to building.

SUCCESSFUL CANDIDATES WILL POSSESS:

- Demonstrated expertise in inclusion and integration of the developmentally disabled to promote their independence
- Mandatory 3 years of demonstrated experience working with individuals with disabilities.
- A high degree of initiative, independence, and perseverance
- A strong ability to identify, rank, and organize actions toward a goal
- Effective communication skills – verbal, written, presentational – with audiences diverse in age, race, ethnicity, religion, and gender
- Competent technological skills in MS Office and common platforms and applications
- Cultural competence – with an understanding of the roles and effects of race, culture, poverty, and education
- A strong ability to build relationships quickly and authentically
- Willingness and ability to work collegially
- A sense of optimism and a constructive, positive approach
- An understanding of common issues and situations in affordable housing
- An orientation toward problem-solving and experience identifying root causes and developing practical solutions
- Strong commitment to team, colleagues, and partners with personal accountability for successes and growth opportunities
- A passion for justice in housing

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be done virtually if required by health authorities or the property management firm.
- Otherwise, the Coordinator will be working on-site at an affordable housing community in the Loudoun-Fairfax region in northern Virginia. The Coordinator will be expected to attend Communities Together weekly team meetings virtually or in person (monthly) at our staff headquarters in Silver Spring, Maryland.

- Communities Together abides by the strictest Federal, State, and local health restrictions to combat the covid-19 pandemic and requires proof of vaccination for employees working with residents.

COMPENSATION: The pay range for this position is \$53,000-65,000. The initial salary will be commensurate with applicable experience and expertise. Communities Together offers a competitive benefits package.

HOW TO APPLY: Please submit your resume with a cover letter to Anastasia@commtogether.org. Successful candidates will be required to complete an employment application, provide references, and participate in more than one interview. CTI conducts Federal and State Background Checks on finalists, at the finalist's expense subject to reimbursement, including child maltreatment/abuse records and the Sexual Abuse Registry. We cannot answer questions until candidates are interviewed. We are unable to respond to applicants not selected for an interview.

Deadline: Our first review of applications will occur after noon on Monday, December 20. The position will remain posted on Indeed.com until it is filled.

Communities Together, Inc. is an EEO (equal employment opportunity) employer.

About Communities Together

Communities Together, Inc is a nonprofit organization that provides residential engagement and community building programs to our neighbors living in low- and moderate-income communities. We serve more 10,000 residents in 21 communities in DC, MD, and VA. See www.CommTogether.org for additional information, including our most recent Fall Update and 2020 Annual Report. Communities Together is having great success in building community, enriching lives, and fostering self-reliance among the community members we serve. Our residents have expressed heartwarming appreciation for our work. We are well-funded, innovative, and growing steadily, with two new communities in 2021, and at least one slated for early 2022. The Community Engagement Coordinator for Special Populations in Northern Virginia is a new position, complementing the coordinators working in the District, Maryland, and elsewhere in Virginia. We work hard and have fun in service to our community members.