

POSITION: Disability Education Specialist (Attleboro/Taunton) **Status: Non-Exempt**
DEPARTMENT: Prevention Education and Outreach **Hours: 35 hours/week**
REPORTS TO: Senior Director, Community Impact and Diversity, Equity, and Inclusion
BASE SALARY: \$40,040-\$42,770/year (*differential pay if candidate speaks one or more of the top languages spoken in our service area*)

SCOPE OF WORK:

In collaboration with the Arc of Bristol County, develop curriculum and collateral materials and provide trainings around providing trauma-informed, accessible services and support to survivors of sexual and domestic violence living with disabilities.

It is expected that the Disability Education Specialist’s job performance will incorporate the practice and promotion of New Hope’s core values which include respect, teamwork, empowerment and professionalism.

Note: This is a grant-funded position in collaboration with the Arc of Bristol County to implement programmatic change to better serve survivors of sexual and domestic violence living with disabilities. The funding for this grant ends on 9/30/26 with no guarantee that the position will be funded after this date.

PRIMARY DUTIES:

- Develop agency policies procedures related to mandatory reporting and sexual assault disclosure and response; create and conduct internal staff trainings around these changes and other disability access-related topics.
- Assist in the review of agency and department policies and practices through a disabilities access lens.
- Design curriculum and provide on-boarding trainings for new staff around the newly created policies and procedures in-person, virtually, and via New Hope’s preservice e-learning platform.
- Represent New Hope at various community collaborations, tablings, and trainings.
- Attend regular department team meetings, collaboration meetings with the Arc, and all-staff meetings.
- Attend weekly one-on-one supervision meetings with senior director of community impact and diversity, equity, and inclusion, as well as regular clinical supervision meetings.
- Ensure data is submitted promptly and accurately in accordance with grant and agency requirements.
- Provide SANE medical advocacy coverage a minimum of 2 shifts per month as required.
- Complete other tasks as requested by senior director of community impact and diversity, equity, and inclusion.

SKILLS AND ABILITIES:

- Ability to connect with diverse populations with sensitivity and cultural responsiveness
- Preference working in a team-oriented environment but comfortable working independently as needed
- Active listening skills
- Solid public speaking skills
- Strong written communication skills
- Problem-solving and organizational skills
- Self-motivated, self-reliant, and dependable
- Demonstrates maturity and self-awareness
- Flexibility of time/scheduling
- Valid driver’s license and dependable transportation
- Intermediate computer skills and capable of skill building

EDUCATION AND EXPERIENCE:

- B.A in Human Services or equivalent life/education experience preferred
- Experience working with individuals living with disabilities preferred
- Related experience working with survivors of sexual and/or domestic violence preferred
- Experience utilizing Microsoft suite and Canva
- Bilingual/bicultural preferred

BENEFITS:

- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- 403b retirement program

At New Hope we celebrate diversity and are committed to creating an inclusive environment for all employees. We strive to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals living with disabilities.

New Hope's goal is to increase representation of women, people of color, LGBTQIA+, veterans and persons living with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.

*****To apply for this position, please e-mail a cover letter and resume to education@new-hope.org and put Disability Education Specialist in the subject line.*****