
Job Description- People First

Program: Regional Self-Advocacy Project

Job Title: Helper

Site: People First of The Sierra (Quincy, CA)

Supervisor: Advocacy Coordinator

Goal: People First is the only advocacy group for people with developmental disabilities that is run BY people with developmental disabilities. A People First Helper provides invisible support to the officers and members in each Chapter.

Hours: This job is up to 8 hours per month ranging from \$17.50 to \$21.50 per hour. Mileage expenses are reimbursed monthly.

Schedule: The schedule is based on the needs of the Chapter and Region 2 People First.

You may be a fit for this job if you:

1. Have a high school diploma or GED.
2. Believe in the capabilities of people with developmental disabilities.
3. Can show that you believe people with developmental disabilities are an important part of our community and should be treated with respect and dignity.

A Helper must be able to:

1. Encourage independence in the Chapter meetings by supporting officers to be successful leaders of their group.
2. Consistently direct power and decision making to People First officers and members.

3. Set professional boundaries with the Chapter Officers and Members.
4. Work as a team with other WCALF employees, the people we support, and the staff of agencies we work with.
5. Be professional and show respect to everyone you come in contact with while working.
6. Speak to people and write in plain language that is easy for everyone to understand.
7. Communicate regularly with the Advocacy Coordinator through email or phone.
8. Work within the Chapter's already established meeting schedule.
9. Complete reimbursed work-related travel while having a valid driver's license, satisfactory DMV report, and access to an insured and well-running vehicle.
10. Travel with up to 4 People First officers in your vehicle for up to 4 hours in a day.
11. Sit for up to 2 hours at a time during meetings and presentations.

It would be helpful if you already:

1. Are comfortable communicating through email and texting on a cell phone.
2. Have experience in an organized group process, such as Robert's Rules of Order.
3. Understand what it means, and what it does not mean, to have a developmental disability.

What we can teach you:

1. The philosophy of We Care A Lot Foundation and how we view the inclusion of people with developmental disabilities.
2. How to provide invisible support to a Chapter so leadership comes from the officers.
3. The People First model for promoting advocacy in people with developmental disabilities.

What the job duties are:

1. Learn and practice the People First model for promoting advocacy in people with developmental disabilities.
2. Support the officers in becoming successful and independent leaders of their Chapter. This includes providing trainings in the officer meetings, asking open-ended questions to encourage group thinking, and consistently directing power away from you.
3. Provide rides to the Chapter's officers for People First meetings and events.
4. Attend monthly Chapter meeting and officer's meeting. Attend and participate in quarterly Region 2 People First meetings, and up to one annual People First Conference per year.
5. Take information and trainings given to you by the Advocacy Coordinator and co-Helpers back to the officers of the Chapter.
6. Assist the Chapter with fundraisers and activities outside of the Chapter meeting.
7. Assist with the planning and production of the Region 2 People First conference.
8. Support the chapter and the People First program as a whole to be successful in reaching their annual goals.
9. Complete all paperwork assigned to the Helper, such as monthly chapter reports and annual strategic action plans.
10. Keep up a professional appearance by following the We Care A Lot Foundation dress code.
11. Keep private information confidential and report suspected abuse.
12. Other duties that are given to you by the Advocacy Coordinator.

Applicant Signature

Date