

The Jewish Community Center of Greater Columbus, OH 43209
DISABILITIES INCLUSION DIRECTOR POSITION DESCRIPTION

Position Title: Disabilities Inclusion Director
Personnel Code: Professional Staff

Dept No: 801000
Status: Exempt

Department: Outreach
Supervisor: COO

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Jewish Community Disabilities Inclusion Director will first and foremost oversee the inclusion needs of students with special needs attending Jewish Columbus's various religious schools, as well as plan, implement, and support programs, services, events, and initiatives within the Columbus Jewish Community in order to highlight and expand inclusion efforts for Jewish Columbus community members with special needs. Jewish Community Disabilities Inclusion Director will maintain a positive outlook, be flexible, dependable, energetic, organized, creative, and possess strong interpersonal skills.

Qualifications:

- A. Knowledge and Education:** Bachelor's degree in social work, special education or related field and/or equivalent experience working with children / adults with disabilities. Master's degree preferred.
- B. Experience-Minimum Required or Preferred:** With Bachelor's degree: minimum 1 year related experience required. Without Bachelor's degree: 3 years progressive related experience required. Not-for-profit experience preferred.
- C. Special skills:**
 - Knowledge of and familiarity with various disabilities, i.e. Autism, developmental delay, Down Syndrome, Cerebral Palsy, Sensory Processing Disorder, ADHD, ODD etc.
 - Dedication and commitment to the belief that everyone, regardless of ability, has the right to be included in everything that the Columbus Jewish community offers.
 - Possess initiative, patience, and a calm demeanor.

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- Excellent customer service and interpersonal skills.
- Must have a flexible schedule, with the ability to work select evenings and Sundays required.

D. Physical Requirements:

- Intermittent standing and walking with prolonged periods of sitting at desk or in meetings.
- Must have good visual acuity for reading documents, reports and to use computer.
- Must have average hearing ability to communicate with others in person and using standard telephone equipment nationally and internationally.
- Must have physical stamina to attend early and late morning, evening and weekend meetings and events.
- Must be able to physically work with children and young adults with special needs.

Duties and Responsibilities:

- Outreach to families of children with disabilities in the greater Columbus Jewish community.
- Create and lead parent support groups and educational programs for families.
- Create and deliver programs (virtual at the start) for families.
- Work with synagogues and agencies to increase inclusion opportunities and awareness.
- Research upcoming community events and coordinate accommodations that may be helpful to make these events inclusive.
- Serve as a resource about available community services and funding options for parents who have a child (18 and under) with a disability. Facilitate inclusive recreational opportunities in the Columbus Jewish community.
- Create collaborative programming with other local and Ohio organizations around the topic of disability inclusion.
- Train Keshet Aides who provide one-on-one support for religious school students with disabilities at area synagogue religious schools. This will include creating a manual with the Jewish Educators Organization (JEOrg).
- Establish and meet on a quarterly basis with a Disabilities Inclusion Committee.
- Support JCC of Greater Columbus Ayre Inclusion camp program in the summer working as part of the leadership team.
- Stay current on best inclusive practices and innovations in the field. Commit to continued professional development.
- All other duties as assigned.

Acknowledgement:

Employee Name Printed

Employee Signature

Date of Signature