

## SPECIAL ASSISTANT FOR THE DISABLED

GENERAL STATEMENT OF DUTIES: Assists in the administration of the Office for the Disabled; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Office for the Disabled, the incumbent of this class plans, organizes, directs and implements public information, as well as community education and organization efforts, of the Office for the Disabled to remove architectural, communication and attitudinal barriers; to raise community awareness to the needs and abilities of people with disabilities; and to provide assistance so that people with disabilities will become integrated into all aspects of community life. Supervision is exercised over a number of staff persons and a large number of volunteers committed to advancing the efforts of the Office for the Disabled.

EXAMPLES OF WORK: (Illustrative Only)

Develops strategies to raise public awareness of the needs and abilities of people with disabilities to expand their opportunities in the community;

Establishes priorities for Office involvement in community programs and activities within the framework of available budgetary and staff resources;

Designs plans for the organization, structure and achievement of public awareness and community education projects such as conferences, meetings and other public presentations in cooperation with other agencies to meet shared and specific goals designed to benefit people with disabilities;

Directs, advises and coordinates the implementation of community education projects by assigning tasks, supervising volunteers and preparing materials for distribution;

Informs human service organizations as well as the larger community about new programs and services by utilizing print, electronic and other media;

Researches, edits and writes the scheduled communications of the Office for its consumer and organization mailing list;

Initiates, coordinates, edits and writes newsletters and publications providing information on resources, programs, services;

Provides leadership, guidance and support for the Westchester Council for the Disabled and its sub-committees;

Provides information and referral services in response to telephone calls from and interviews with consumers and organizations;

Establishes and maintains resource materials and files necessary to respond to requests for assistance and establishes a central office information resource file;

Attends meetings and conferences representing the Director and supervises the Office staff in the absence of the Director, acting as his deputy in all matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the issues and programs related to the needs of the disabled; thorough knowledge of community organizations (both public and private agencies) serving the disabled; good knowledge of the principles and practices of public information and community education; ability to function in a leadership role to influence public opinion and gain the cooperation of others in meeting stated objectives; ability to communicate effectively both orally and in writing; sound professional judgement; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either: (a) a Master's Degree\* in Sociology, Psychology, Social Work, Education, Rehabilitative Counseling or related field in human services; (b) two years experience in community or social work related to the needs of the disabled; (c) equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.