



Position Title:	National Participant Network Program Coordinator
Department:	Boston College Graduate School of Social Work
School or Division:	National Resource Center for Participant Directed Services

The position of National Participant Network (NPN) Program Coordinator will be located within The National Resource Center for Participant Directed Services (NRCPDS). The Center, representing people of all ages with disabilities, serves in a leadership role to enhance and advance consumer direction. The NRCPDS, operates under the auspices of the Boston College Graduate School of Social Work and is organized into three branches: 1) Operations and Business Administration; 2) Technical Assistance and Training; and 3) Research and Policy. This position will work with the Research and Policy branch of the center and will report to the center's Director.

Role Summary

The National Participant Network (NPN) Coordinator will be a contracted position for the period of one year with the opportunity for renewal. This person will be responsible for the development and enhancement of participant engagement strategies within Center activities. The NPN Coordinator will report to the Center Director.

Position Scope/Size Parameters

The National Participant Network Coordinator is responsible for supporting the progress of the National Participant Network and for assisting the Center and the Network to coordinate participant engagement activities. This position requires the creation of collaborative partnerships with individuals with disabilities and caregivers who have varying levels of experience with participant engagement and advocacy. Activities will include:

Facilitation of Core Leadership Activities:

- Serves as the connection among participant liaisons, Core Leadership, and the Center by attending meetings and conference calls as necessary, including the Senior Management Team
- Strategize with Core and Center staff on the future role of the NPN
- Host and facilitate Core Leadership planning calls to prepare for the National Participant Network teleconferences
- Draft teleconference agendas with input from the Core Leadership and Center Leadership
- Liaison for the approval of Core Leadership stipends and travel requests

Development of the National Participant Network:

- Clarifies the role of the National Participant Network (NPN) in a way that allows it to serve as a resource to help both the NCCD and local programs increase participant/caregiver involvement
- Develop new and ongoing collaborative relationships with states and other partners to encourage participant engagement
- Work with state partners, participant partners, and others to identify Network representation across states designing/implementing Cash & Counseling models (and possibly other participant-direction models)
- Work with the Core Leadership and Network participants to identify areas for the Network's potential growth and work with internal and external partners to provide resources to build skills
- Strategize with NPN on effective processes to develop local participant involvement processes and provide technical assistance and training opportunities (in collaboration with Center staff) as needed
- Host and assist with the facilitation of the National Participant Network teleconferences
- Draft National Participant Network meeting notes and seek edits from the Core Leadership and Network participants
- In collaboration with Core Leadership, facilitate the required follow-up from National Participant Network teleconferences
- Work with Core Leadership and Network participants to identify and plan for future teleconference topics
- Work with Core Leadership, Network participants, and Senior Management to integrate the Network's activities and assets with those of the Center. More specifically:
 - work to develop, implement, and evaluate strategies to infuse participant engagement/ peer mentoring across the Center's priority areas and in technical assistance activities.
 - work to develop written materials about participant involvement and participant engagement strategies for dissemination.

Decision Making and Problem Solving

This position requires the creation of collaborative partnerships with individuals with disabilities and caregivers who have varying levels of experience with participant engagement and advocacy. The NPN Coordinator will be responsible for supporting the development of skills of individuals in an encouraging manner with the ultimate goal of assisting participants to adopt stronger leadership and facilitation roles. To be successful, the NPN Coordinator must appreciate and support the rights of elders and people with disabilities to control their lives, to control the supports they receive, as well as recognize the benefits of including elders and people with disabilities in the design of programs and services. This requires the ability to balance providing information and support to assist participants in their learning while also supporting participant-driven facilitation and leadership in areas that are most important to the participants themselves. In addition, the NPN Coordinator will be required to develop collaborative relationships with state program administrators and other partners responsible for designing Cash & Counseling models (and possibly other participant-direction models). The NPN Coordinator will be required to be respectful of the various experiences and comfort levels of state and other partners and be responsible for developing a trusting relationship that encourages partners to develop their own participant involvement strategies. This position also requires the development of a collaborative relationship with the Senior Management of the Center to support the integration of participant engagement activities in all of the Center's focus areas.

Minimum Qualifications

The NPN Coordinator must hold a minimum of a BA or BSW. Masters of Social Work or some related degree preferred. Those with comparable experience may also be considered. Knowledge of participant-directed models and funding sources (e.g. Medicaid) preferred. The NPN Coordinator must have knowledge pertaining to the rights of people with disabilities and experience working with elders and/or people with disabilities and facilitating committees

Functional and Technical Competencies

The following skills are highly desired:

- Demonstrated writing skills
- Strong and positive communication skills, including a good listener
- Demonstrated collaborative skills and problem solving skills
- Strong leader and team player
- Facilitation skills, including the ability to encourage growth and involvement of individuals with varying skills and knowledge
- Creative thinking; ability to "think outside of the box"
- Project management skills and strong organization skills
- Knowledge of disability movement history and disability culture

Interested Candidates may submit a resume, cover letter, salary requirements and availability to Casey Sanders, Haley House, 314 Hammond Street, Chestnut Hill MA 02467 or via fax to (617) 552-1975 or via email to: casey.sanders@bc.edu.