

**Review of Board Profiles
2018**

Assistive Technology Specialist
Autism Specialist
Community Inclusion Specialist
Employment Specialist
Grant Writing Specialist
Recruitment Specialist
Healthcare Specialist
Special Education Liaison
Aging Specialist
Events Coordination
Media Communications/Writing
Networking Specialist
Outreach to Minority Populations
Medical Billing/Clinic Administrator
Transition Specialist
Marketing Representative

BOARD PROFILES

The Arc Alliance Children's Services

Position: Assistive Technology Specialist

Scope of Position: Assist staff with identifying and developing uses for assistive technology for our clients. Form relationships with organizations who utilize such technology and/or with entrepreneurs desiring to develop technology for our special needs community.

Experience/Skills:

Assistive technology background and/or deep desire to research what is available
Computer background

Willing to network with therapists and/or assistive technology organizations

Maintain good community and organizational membership by active participation.

Willingness to meet and/or work with our clients in development of technology uses

Desire to create assistive technology solutions

Key Duties/Responsibilities:

Find appropriate individuals and/or organizations willing to work side-by-side with The Arc Alliance; be willing to develop and/or utilize assistive technology and assisting with execution of follow through.

Expectations

- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

Development and/or research of assistive technology and contacts with people and/or organizations which could be beneficial to The Arc Alliance in serving our clients.

Draft 12-15-16

BOARD PROFILES
The Arc Alliance Advocacy Services Board

Position: Autism Specialist

Scope of Position:

- To provide professional and technical support to The Arc Alliance Advocacy Services for Autism needs. To provide professional expertise in partnering with Autism agencies to foster collaboration with individuals served who have an Autism diagnoses.

Experience/Skills:

- Knowledge and practical experience with Autism service systems
- Knowledge of funding sources, insurance, service providers and support groups
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate Autism issues to community groups
- Knowledge of how Autism affects individuals with intellectual disabilities

Key Duties/Responsibilities:

- Assist board and staff with navigating the Autism system
- Assist board and staff with forming relationships and network opportunities
- Report to the Board about Autism system updates
- Provide expertise to The Arc Alliance Advocacy staff to develop resources for Autism
- Advise board and staff on recommendations for supporting individuals who have an Autism diagnosis with an IQ over 70

Expectations:

- Providing training to staff and locating resources for Autism needs
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Contacts, Leadership Skills, Working Knowledge of Autism system

BOARD PROFILES
The Arc Alliance Advocacy Services Board

Position: Community Inclusion Specialist

Scope of Position:

- To provide professional and technical support to The Arc Alliance Advocacy Services concerning inclusive opportunities and to assist in providing outreach to organizations that can offer inclusive opportunities.

Experience/Skills:

- Knowledge and practical experience with creating opportunities for inclusion for individuals with disabilities.
- Knowledge in related fields of waiver services, social services, educational services, legal services or recreation.
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate about inclusion issues to community groups

Key Duties/Responsibilities:

- Assist board and staff on inclusion strategies.
- Provide expertise to The Arc Alliance Advocacy staff to develop resources.
- Report to the Board about community inclusion issues.
- Provide assistance in outreach efforts to local community groups concerning inclusion.

Expectations:

- Update Board on inclusion best practices and resources.
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Leadership skills, Contacts, Governance, Community Resources

BOARD PROFILES
The Arc Alliance Advocacy Services Board

Position: Employment Specialist

Scope of Position:

- To review current practices and provide professional and technical support to The Arc Alliance Advocacy Services for employment first practices. To provide professional expertise in partnering with OVR and navigating system changes that will support employment for individuals with disabilities.

Experience/Skills:

- Knowledge and practical experience with employment services and OVR
- Knowledge of funding sources, managed health care systems, educational services and medical assistance
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate employment issues to community groups

Key Duties/Responsibilities:

- Advise Board on transition and employment strategies as they relate to Final Rule implementation
- Network with companies that are willing to hire individuals with disabilities
- Provide assistance in outreach efforts to local community, religious, etc. groups concerning transition and employment
- Report to the Board about employment and transition issues
- Provide expertise to The Arc Alliance Advocacy staff to develop resources for employment and transition

Expectations:

- Participation and cooperation with staff in advising on employment related strategies that support Employment First.
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Contacts, Leadership Skills, Working Knowledge of Transition, Partnership with OVR

BOARD PROFILES
The Arc Alliance Advocacy Services
The Arc Alliance Children's Services

Position: Grant Writing Specialist

Scope of Position: To provide technical and professional expertise in having The Arc Alliance Children's Services better understand how to secure small grants to support initiatives in early intervention.

Experience/Skills:

- Knowledge of grant writing.
- Knowledge of available grant opportunities for non-profits.

Key Duties/Responsibilities:

- Provide guidance on how to write a small grant.
- Provide guidance on how find grant opportunities.
- Provide guidance on how and who to reach out to in order to reach out to in order to fulfill any grant opportunity.

Expectations:

- To guide The Arc Alliance Children's services to increase the financial base of early intervention by securing grants to run small programs that will attract families and therefore increase the number of children we serve.
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Leadership skills, good communication skills
- Working knowledge of early intervention and experience in grant writing for small non-profits.

BOARD PROFILES
The Arc Alliance Children's Services

Position: Recruitment Specialist

Scope of Position: To provide technical and professional expertise in having The Arc Alliance Children's Services better understand how to recruit therapists in all counties.

Experience/Skills:

- Knowledge of recruitment from colleges
- Knowledge of marketing from the medical community
- Knowledge of marketing from non-profit

Key Duties/Responsibilities:

- Provide guidance on how to market the agency in such a way to attract staff and contractors.
- Provide guidance on how to recruit through all avenues (mail, advertising, etc.)
- Provide guidance on how and who to reach out to in order to reach the most and the most appropriate personnel.

Expectations:

- To guide The Arc Alliance Children's services to increase the financial base of through increasing staff and contractors therefore increasing the number of children we serve birth through three.
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Leadership skills, good communication skills
- Working knowledge of early intervention and experience in recruitment in a therapy based environment.

BOARD PROFILES
The Arc Alliance Advocacy Services Board

Position: Healthcare Specialist

Scope of Position:

- To provide professional and technical support to The Arc Alliance Advocacy Services for the health care needs of the individuals served in Supports Coordination.

Experience/Skills:

- Knowledge and practical experience with health care for individuals with intellectual disabilities
- Knowledge of funding sources, insurance and health care providers
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate about health care issues to community groups
- Knowledge of how complex medical issues affect individuals with intellectual disabilities

Key Duties/Responsibilities:

- Assist board and staff with medical advocacy recommendations
- Provide expertise to The Arc Alliance Advocacy staff to develop resources relating to health care
- Advise board and staff on recommendations for supporting individuals with an IQ under 70 who have complex medical needs

Expectations:

- Providing training to staff and locating resources for healthcare needs.
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Contacts in Healthcare industry, Advocacy

BOARD PROFILES
The Arc Alliance Advocacy Services Board

Position: Special Education Liaison

Scope of Position:

- To provide professional and technical support to The Arc Alliance Advocacy Services concerning updates in Special Education and to work collaboratively to get eligible individuals registered for Supports Coordination services while in high school.

Experience/Skills:

- Knowledge and practical experience with current special education practices.
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate about special education/ transition issues to community groups.

Key Duties/Responsibilities:

- Assist Board and staff with outreach to ensure eligible students are registered for Supports Coordination services.
- Provide expertise to The Arc Alliance Advocacy staff to develop resources and contacts.
- Report to the Board about special education issues.
- Provide assistance in outreach efforts to local community groups concerning special education.

Expectations:

- Update Board on updates regarding special education
- Provide staff with information on opportunities for outreach.
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Leadership skills, Contacts, Governance, Information Sharing

BOARD PROFILES
The Arc Alliance Advocacy Services Board
And/or
Community Services

Position: Aging Specialist

Scope of Position:

- To review current practices and provide professional and technical support to The Arc Alliance in order to better understand the issues affecting individuals who are aging that require a different level of supports. To provide connections in the aging system when individuals faced with changing needs are met with system barriers.

Experience/Skills:

- Knowledge and practical experience with Aging and Adult service systems
- Knowledge of funding sources, assisted living, in home supports, Medicare and medical assistance
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to communicate aging issues to community groups
- Knowledge of how aging affects individuals with intellectual disabilities

Key Duties/Responsibilities:

- Advise Board on working with families when aging issues require changes in services for their loved one
- Provide assistance in outreach efforts to local community, religious, etc. groups concerning issues that involve aging
- Report to the Board about aging issues
- Provide expertise to The Arc Alliance Advocacy staff to develop resources for aging resources and medical contacts that specialize in serving aging/ ID population

Expectations:

- Participation and cooperation with staff in resource development and trainings to improve services provided to aging population receiving services.
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Contacts, Leadership Skills, Working Knowledge of Aging Programs

Draft 12-15-16

BOARD PROFILES
The Arc Alliance Foundation

Position: Events Coordination

Scope of Position: To provide technical and professional expertise events coordination. Assisting The Arc Alliance Foundation in all aspects of event planning and coordination in effort to raise funding for affiliated agencies.

Experience/Skills:

- Event Coordination
- Knowledge of marketing
- Knowledge of the media engagement
- Knowledge of fundraising
- Business network

Key Duties/Responsibilities:

- Provide guidance on how to market events in such a way to attract participants and sponsors
- Assist in developing an event schedule that maximizes The Arc Alliance network and constituency.
- Provide leadership in the development and coordination of fundraising events

Expectations:

- To guide The Arc Alliance Foundation to increase the financial base through increasing ROI on events
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Leadership skills, good communication skills
- Working knowledge of event planning and marketing in a non-profit setting.

BOARD PROFILES

The Arc Alliance Foundation Board

Position: Media Communications/Writing

Scope of Position: Assist staff with developing a communications/media plan for the promotion of affiliated agencies, initiatives and community engagement. Assist with identifying and developing relationships with new businesses, foundations, organizations and community influencers. Provide assistance with communication efforts on social media, traditional communication publications, grants, and website engagement

Experience/Skills:

Grant Writing

Maintain good community and industrial organizational membership by active participation.

Experience in requesting funding

Capacity to build partnerships

Public Relations

Social Media experience

Key Duties/Responsibilities:

Assist in the development of a comprehensive communications plan including all aspects of consumer, foundation and media relations. Assist with execution and follow through with grant letters of introduction and grant proposals.

Expectations

- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

Leadership, contacts with people and/or companies who can be beneficial to The Arc Alliance in the area of major gifts, planned giving, endowments and foundations. Capacity and experience in PR, Social Media, and grant writing.

BOARD PROFILES

The Arc Alliance Foundation Board

Position: Networking Specialist

Scope of Position: Assist staff with identifying and developing relationships with new businesses; developing trusts and investment opportunities with individuals and businesses to benefit both the individual or business and The Arc Alliance.

Experience/Skills:

Sales abilities background

Maintain good community and industrial organizational membership by active participation.

Experience in requesting funding

Capacity to build partnerships

Key Duties/Responsibilities:

Find appropriate individuals and businesses willing invest in The Arc Alliance; assisting in developing long standing relationships and assisting with execution of follow through.

Expectations

- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

Leadership, contacts with people and/or companies who can be beneficial to The Arc Alliance in the area of major gifts, planned giving, endowments and foundations.

BOARD PROFILES

The Arc Alliance Children's Services

Position: Outreach to minority populations

- Live in Berks or Philadelphia Counties preferably
- Able to address the needs of the minority populations in relation to our services

Scope of Position: To provide technical and professional expertise in having The Arc Alliance Advocacy Services programs better understand the issues effecting minority groups, parents and individuals with developmental disabilities.

Experience/Skills:

- Bi-lingual.
- Knowledge of early issues facing individuals with disabilities
- Good communication skills and the ability to work across culturally

Key Duties/Responsibilities:

- To provide technical and professional expertise in issues facing persons with developmental disabilities and minorities.
- To provide technical assistance on how to outreach to minority populations
- To provide development training/ recruitment for bilingual staff for further opportunity with the minority population

Expectations:

- To improve The Arc Alliance Advocacy Services ability to serve individuals of minority groups.
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Bi-lingual, leadership skills, good communication skills
- Proven ability to work cross culturally

BOARD PROFILES
The Arc Alliance Children's Services

Position: Medical Billing/Clinic Administrator

Scope of Position: To provide technical and professional expertise in having The Arc Alliance Children's Services better understand the issues affecting the opening of an outpatient clinic. To assist in developing and implementing a business plan that will help AACS operate a successful outpatient clinic. To provide expertise in the processes of medical billing.

Experience/Skills:

- Knowledge of business plans
- Knowledge of the operations of an outpatient clinic
- Knowledge of medical billing
- Knowledge of working with insurance companies

Key Duties/Responsibilities:

- Provide guidance on working within a business plan
- Provide guidance on operating a successful outpatient clinic
- Provide guidance on the medical billing
- Provide advice on best practices in an outpatient setting
- Provide guidance on how to best market to insurance companies, doctors and the public sector.

Expectations:

- To improve The Arc Alliance Children's Services ability to serve children birth through 21 in an out-patient clinic setting.
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Leadership skills, good communication skills
- Working knowledge of outpatient clinics and medical billing

BOARD PROFILES
The Arc Alliance Children's Services Board

Position: Transition Specialist

Scope of Position:

- To review current practices and provide professional and technical support to The Arc Alliance Community Services for transitioning out of the education system. To provide professional expertise in partnering with school system to work with transitioning students into the workforce.

Experience/Skills:

- Knowledge and practical experience with Education system and Special Education services.
- Knowledge Employment First initiatives, OVR and related service providers
- Ability to communicate with other Board members, parents, staff and related professionals
- Ability to work with Community Services to implement transition program

Key Duties/Responsibilities:

- Assist board and staff with forming relationships and network opportunities
- Provide expertise to The Arc Alliance Community Services staff to develop resources for transition program and work opportunities

Expectations:

- Providing training to staff and locating resources for transition program
- Attend bi-monthly Board meetings and other meetings as needed.
- To give annually to The Arc Alliance.
- Cultural Competence.

Key Priorities:

Contacts, Leadership Skills, Working Knowledge of Education system, Special Education and Employment initiatives

BOARD PROFILES
The Arc Alliance Children's Services

Position: Marketing Representative

Scope of Position: To provide technical and professional expertise in having The Arc Alliance Children's Services better understand how to best market the various options TAACS has to offer.

Experience/Skills:

- Knowledge of marketing to businesses
- Knowledge of marketing to the private sector
- Knowledge of marketing for a non-profit
- Knowledge of the medical market

Key Duties/Responsibilities:

- Provide guidance on how to market the agency in such a way to attract staff and contractors.
- Provide guidance on how to best market to insurance companies, doctors and the public sector in order to advance the outpatient clinic.
- Provide guidance on how to reach out to those who refer to early intervention.
- Provide guidance on how to market our agency to the counties in a way that remains politically correct.

Expectations:

- To guide The Arc Alliance Children's services to increase the financial base of through increasing staff and contractors; increasing the number of children we serve birth through three; and to market the new outpatient clinic to the appropriate persons.
- Attend bi-monthly Board meetings and other meetings as needed
- To give annually to The Arc Alliance
- Cultural Competence

Key Priorities:

- Leadership skills, good communication skills
- Working knowledge of early intervention, outpatient clinics how to best market in a non-profit setting.