

**Michigan Disability Rights Coalition**  
**Position Description:**  
**Housing Coordinator**

**Basic Job Function:**

Coordination of a project which promotes the availability of accessible, affordable, integrated, safe housing through meeting the outcomes laid out in the 5 year Michigan Developmental Disabilities Council grant application. A coalition of stakeholders and community partners will collaborate for this project for housing systems change. In addition, MDRC will provide training and technical assistance to 4 local housing centers of excellence and create an online and paper Housing Resource Manual to further promote access to housing of one's choice. This position's work site is the MDRC central office with occasional virtual office work. This position reports to the Associate Director.

**Common Goals for MDRC Positions:**

- Support full inclusion, citizenship, and self-determination for all persons with disabilities in every job-related decision we make.
- Accept the personal responsibility for careful use of the MDRC funds.
- Assume personal responsibility for building and maintaining productive relationships with other MDRC staff and partners.
- Identify and surface problems that we perceive to interfere with MDRC's ability to fulfill its mission.

**Responsibilities/Essential Duties and % of Time:**

**Project coordination and management of the Michigan Developmental Disabilities (DD) Council Housing project: 10%**

- Oversight and implementation of grant in a consumer-directed and culturally competence manner.
- Support MDRC's Community Building team in local consumer organizing especially around housing issues.
- Support MDRC's Policy team, including public and policy-maker education on housing.

**Housing resource manual for people with disabilities and their allies: 15%**

- Create a comprehensive and accessible manual available online with paper and DVD copies available, in coordination with MDRC's technology team.
- Develop mechanism for keeping the manual updated after the end of the grant.

**Work with local sites including the four local projects funded by the DD Council to implement statewide housing advocacy and policy development: 50%**

- Using the DDC Housing Work Group materials, will support local groups in advocating for implementation of key recommendations.
- Use "Get Active" software and community organizing techniques to manage successful advocacy campaigns.
- Develop and implement individual local project support plans for training and technical assistance.
- Foster linkages among the local sites.
- Continually link training and technical assistance with MDRC's Community Building Team.

**Maintain relationships with key partners and represent interest of MDRC with collaboration projects: 10%**

- Attend and participate though sharing ideas and other communication at a variety of coalition and partner meetings as arranged through supervisor and with Community Building Team.
- Further develop collaborations between disability advocates and key housing players in Michigan.
- Set the stage for working together to increase access of people with disabilities to the housing of their choice.
- Educate partners about the multitude of resources available beyond their own programs.

**Evaluation and Dissemination: 10%**

- Develop presentation, table top display and written material in coordination with other promotional activities within MDRC.
- In coordination with MDRC team, search for additional funding for evaluation of the housing project.

**Complete necessary reporting: 1%**

- Review monthly financial report with Administrative Director.
- Compile quarterly narrative reports, year end report, and continuation applications.

**Regular Paperwork and Financial, MDRC Staff meetings: 1%**

- Document time and expenses in an accurate and timely manner.
- Provide updates to the MDRC staff on a regular basis at least twice monthly.
- Other duties as assigned.

**Conferences and Learning: 3%**

- Research, read, comprehend and incorporate information.
- Attend conferences and learning opportunities.

**Scope, Purpose, and Frequency of Contacts:**

This position involves regular contacts with:

- MDRC staff at least weekly.
- Michigan Developmental Disabilities Council at least monthly, including Council meetings and housing workgroup meetings<sup>[NGD1]</sup>.
- Local grantee sites as specified in support plans.
- Community organizations, consumer organizations, and MDRC partners at least weekly such as Michigan Conference on Affordable Housing Steering Committee, MSHDA workgroups, and CEDAM.

**Salary:** Commensurate with experience. 5 year grant with Michigan Developmental Disabilities Council.

**Education and qualifications:**

- A commitment to the inclusion of all people with disabilities everywhere in American society.
- A commitment to the values of Self-determination and Personal Autonomy for all people with disabilities
- Personal or close relationship experience with disability issues.
- Knowledge of and ability to articulate disability policy issues, disability community values and history.
- Experience in providing training and technical assistance to groups to support community organizing and policy change.
- Experience in housing advocacy and coalition building.
- Ability to work independently, to manage time and workload, and solve problems with minimal supervision.
- Ability to communicate effectively, both verbal and written.
- Knowledge of or ability to learn word processing, e-mail, perform Internet searches, use html and css, knowledge of web accessibility issues, virus software, basic data bases, voicemail, web collaboration tools.
- Experience in managing complex and collaborative, cross-organizational projects.
- Must be able to drive or provide own transportation (approved mileage will be reimbursed).
- Must be willing to travel to remote areas of the state and stay overnight in hotels.
- Ability to work a flexible schedule within a given work week (average 40 hours/week).

**Please submit resumes by 3 pm Friday December 30, 2005 c/o Teresa Christmas to MDRC, 780 W. Lake Lansing Road, Suite 200, East Lansing, MI 48823**