



(919) 883-9290

<https://www.hopenorthcarolina.org>

PO Box 9144
Chapel Hill, NC 27515

Job Description:

Community Facilitator: HOPE NC at Weavers Grove (Part-time / Chapel Hill, NC)

HOPE NC works in collaboration with community partners to create inclusive, affordable communities that include adults with intellectual and developmental disabilities and older adults.

Community Facilitators are fundamental to HOPE NC's mission to provide support to adults with disabilities and older adults living in and around Weavers Grove in Chapel Hill. They work closely with others on the HOPE NC team to foster formal and natural supports tailored to meet the needs of residents and promote inclusion across the greater community.

Responsibilities:

Foster Inclusion

- Interact with Weavers Grove community members and their neighbors in a way that welcomes diversity and facilitates neighbor-to-neighbor connections
- Work to resolve any interpersonal conflicts and concerns, documenting all encounters
- Help identify positive opportunities for community members to volunteer and bring value to the greater community
- Send out weekly information to residents identifying opportunities for engagement

Support Adults

- Welcome and orient all new HOPE NC residents into the community
- Assess residents' needs for support and connect them with appropriate services as required
- Foster relationships with partner organizations, including the property or building management, to provide the best overall experience for residents
- Promote opportunities for improved health outcomes
- Develop and maintain safety contact list and protocols
- Educate residents, their families, and caregivers on community safety and well-being
- Curate local Chapel Hill amenities/resources list and obtain discounts to neighborhood businesses where possible
- Oversee transportation needs (i.e. helping residents apply for paratransit or map out their route on public transit; maintain a list of neighbors willing to help with transportation)
- Serve as a point person for issues related to daily living (i.e., troubleshooting technology, interpersonal conflict)

Deliver Programming

Housing-focused programming:

- Assist with programming related to living in an inclusive community
- Educate the broader Weavers Grove community about inclusive living and being neighbors in mixed-ability community
- Attend and represent HOPE NC at HOA meetings and community gatherings
- Distribute and orient welcome kits to new HOPE NC residents

Community-building programming:

- Educate residents about the surrounding Chapel Hill community and amenities
- Seek creative ways to integrate residents into the community-at-large

- Engage not only HOPE NC residents but also the broader Weavers Grove neighborhood in community programming
- Comfortably engage with and facilitate programming that brings together larger groups of residents and neighbors

Administrative Responsibilities:

- Embrace a flexible, 20-hour weekly schedule that may include some evenings and weekends
- Prioritize attendance at Weavers Grove events, including virtual and in-person
- Identify and coordinate volunteer network to co-lead events
- Track participation at all programming using current methodology
- Support collection of participation and engagement data to help evaluate programming and inform future planning
- Maintain secure database of prospective and current residents
- Assist in responding to queries received by HOPE NC via email
- Document photos, videos, and interviews for digital marketing content

Qualifications:

- Experience supporting adults with intellectual and developmental disabilities in community, residential, or program settings preferred
- Bachelor's degree in Social Sciences (ie. psychology, social work, sociology, human services, public health, etc.) preferred
- Previous volunteer or employment experience in community organizing and/or with marginalized/at-risk populations including but not limited to disabled, older adults, unhoused, POC, and LGBTQ+
- Case management experience preferred
- Comfortable collecting and tracking participation or engagement data; experience with Medicaid documentation or EHR systems
- Flexibility to travel locally (You will need to have access to a car.)
- Self-motivated individual who is comfortable with a variable schedule
- Problem-solver who is willing to rise to the occasion
- Empathetic, compassionate individual who cares deeply about the well-being of others
- Committed to Diversity, Equity, Inclusion, and Accessibility (DEIA) as an action
- People with lived experience of disability, or who identify with other marginalized groups, are highly encouraged to apply

Compensation: \$25-\$28 per hour depending on experience

To apply send cover letter and resume to lwinfrey@hopenorthcarolina.org