

JOB DESCRIPTION

TITLE: Southeastern Regional Information and Resources Specialist

REPORTS TO: Southeastern Regional Manager

HOURS: 40 Hours/WK Salaried Position

Requirements and Skills

A minimum of a BA or BS degree
Experience working with persons with disabilities, families and professionals
Experience in the brain injury field in the capacity of a case manager, support staff or program coordinator
Familiarity with Massachusetts Human Service network a plus
Ability to make decisions and problem solve independently
Demonstrates strong initiative
Excellent verbal and written, and communication skills relevant to working with diverse populations
Solid research and organizational skills
Strong interpersonal skills
Excellent computer skills, including internet proficiency (Experience with Microsoft Office)
Ability to work independently or with others to manage multiple tasks with minimal supervision
Ability to operate as part of a multidisciplinary team
Knowledge of brain injury and experience in the field a plus
Fluent Spanish a plus
Safe driving record and availability of personal car for travel throughout Massachusetts, as needed

Responsibilities

Serve as the primary office greeter, and receptionist
Research and document brain injury resources for BIAMA
Update and maintain information and resource databases
Provide telephone, in person, and/or e-mail intervention, advisement and follow up with survivors, caregivers and professionals
Disseminate requested information through e-mails and mailings
Follow up with new contacts to ensure their needs are met
Prepare Association reports
Participate fully as a BIA-MA staff member at the annual conference, regional workshops, trainings, staff meetings and events as required by the Association
Continue to expand personal knowledge of brain injury rehabilitation, initiatives, services, etc. to best serve the office constituencies
Strategize methods to increase public awareness of BIA-MA and improve understanding of brain injury
Collaborate with other disability health advocates and organizations
Attend and provide presentations at meetings, workshops, trainings, support groups and civic gatherings, as directed
Assist with the development, facilitation and reporting of support groups and social/recreational programs

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. The person may be required to perform duties outside of their normal responsibilities from time to time, as needed.

06/17