



ADDENDUM: DISABILITY SERVICES

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. ~~Responds to requests from the public for assistance with disability-related services~~
In collaboration with other City staff and community-based disability organizations, assists in providing services, resources, and advocacy for people with disabilities. These services may be related to needs such as housing, transportation, counseling, social security, employment, in-home support services, education, support groups, health insurance, recreation, mental health services, etc.
2. ~~Oversees the administration of the Culver City Lift Van para-transit program, including screening applicants to determine eligibility.~~ 4. May supervise, monitor and/or assist City staff in conducting disability service related programs, and fulfilling all the grant requirements, including monthly and annual report writing.
3. 9. Maintains accurate records of public assistance contact, agency interaction, and facility use by organizations serving the disabled, for office statistical support and Community Development Block Grant (CDBG) reporting requirements.
4. ~~Coordinates meeting and activity arrangements for local disability support organizations using Culver City facilities.~~
5. ~~Counsels newly disabled individuals/families in adjusting to a disability, providing resources and referrals as indicated.~~
6. ~~Develops community awareness programs and outreach to educate and sensitize the general public as to the needs and abilities of people with disabling conditions.~~
3. Provides assistance and support with developing recreational opportunities for people with disabilities and assists department staff in making existing programs more accessible. Plans and implements This would include the planning and implementation of community-wide special events for the disabled.
7. 2. Develops diverse programs and training materials and provides direct support to assist City employees in interacting with co-workers and members of the general public who have disabilities.
8. 10. Maintains a current and thorough working knowledge of the Americans with Disability Act, Title 24 of the California Building Code, the Fair Housing Act, and provisions of the California Government Code, Health & Safety Code, Vehicle Code, Elections Code and Public Resources Code as applied to the Accessibility Statutory Section.
9. ~~Reviews City Council agendas, interoffice memorandums, meeting notices, departmental reports, and other literature/correspondence to identify situations where accessibility issues/needs should be addressed.~~

10. ~~11. Reviews legislative mandates, City documents and conducts site visits of major remodeling and new construction projects in the City for to verify compliance conformity with state and federal access mandates. and Makes recommendations as appropriate.~~
 11. ~~Provides technical assistance to all City departments to ensure that all legislative mandates relating to disability are being complied with.~~
 12. ~~12. Evaluates and makes recommendations regarding City department programs, policies, and site conditions to ensure access and compliance with all applicable laws. Reviews the City's ADA Transition Plan to monitor progress and updates as necessary.~~
 13. ~~Conducts site visits to investigate complaints of barriers to access, and code violations, and makes reports to the Building Official.~~
 14. ~~6. Monitors and documents ongoing needs and requests from the public for access projects for consideration of funding by the Community Development Block Grant (CDBG) program.~~
 15. ~~7. In collaboration with other City staff, solicits and reviews bids and specifications for Community Development Block Grant (CDBG) funded projects.~~
 16. ~~Oversees the acquisition, installation, and maintenance/repair of equipment for disability programs and access in the community.~~
 17. ~~8. Prepares semi-annual quarterly Community Development Block Grant (CDBG) reports for all disability program services and access projects.~~
 18. ~~13. Attends meetings, networks with community-based organizations, and serves on committees related to disability issues.~~
 19. ~~Networks with community-based disability organizations. Ensures that clients receive appropriate services offered by both the City and the respective agency programs.~~
 20. ~~Provides consultation to local businesses, special event coordinators, and to the Culver City School District to ensure accessibility provisions are being addressed.~~
 21. ~~Seeks eligible students with disabilities from the school district for special opportunities such as scholarships and leadership training as notices are received.~~
 22. ~~14. Makes presentations to a wide variety of groups and organizations discussing the issues and needs relating to individuals with disabilities as well as information on City programs and services available.~~
5. Maintains an emergency database of Culver City residents who have disabilities and may need assistance in the event of a disaster.

REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain this

would be: a Bachelor's Degree from an accredited college or university in Recreation Administration, Rehabilitation and Disability, Social Work, Public Administration, or a related field ~~appropriate to working with people who have disabilities.~~ and a minimum of two (2) years full-time professional experience in a social service setting. ~~focusing on~~ Must have coursework or experience in relation to disability related issues, including but not limited to working with people with disabilities. Experience with disability programming is desirable. A Master's Degree can be substituted for one year of work experience.