

# We are hiring a Program Coordinator for National Core Indicators (NCI-IDD)!

For more than two decades, NCI-IDD data has been used to improve practice at the state and federal levels, as well as shape policy and inform strategic planning for stakeholders in Individuals with Intellectual Developmental Disabilities (IDD) supports and services.

## Full Job Description

### Program Coordinator for National Core Indicators (NCI-IDD)

**FTE:** 1 FTE (40 hours/week) / **SCHEDULE:** M-F business hours – Some Saturdays

**SALARY:** ~\$20/hr **REPORTS TO:** Executive Director

**LOCATION:** Centrally Located in Tucson, Arizona

**Function:** The project coordinator is responsible for the collaboration with assigned staff from the Division of Developmental Disabilities to carry out the planning and implementation of several surveys. Each year several DDD/DES members, both individuals and families are randomly selected to participate. These surveys are a voluntary effort offered by Arizona's DDD/DES as an opportunity to provide for member input directly to the (NASDDDS) National Association of State Division of Developmental Disability Services and the (HSRI) Human Service Research Institute to complete and compare our state's information for the National CORE Indicator Project.

### Duties and Responsibilities:

1. Act as Arizona's Lead Trainor to set up a date for a live webinar component of ISP training by contacting NCI-IDD National Lead Trainers
2. Demonstrate an understanding of what the NCI-IDD Program is on a National/State level
3. Learn Protocols for administering and conducting the surveys
4. Complete the required standard training with HSRI
5. Ensure that the recruitment of surveyor's results in a diverse group of qualified individuals from all parts of the state.
6. Access all relevant training materials suggested by NCI-IDD
7. Create training packages, including all relevant links and documents from NCI-IDD and any other state specific resources for surveyors (team)

8. Identify, train, and disseminate all necessary resources and determine required timelines for all selected surveyors necessary to complete project
9. Set up “check ins” with surveyors (team) throughout the cycle to ensure communication is maintained
10. Conducts shadow surveys to ensure compliance with NCI-IDD protocol is maintained
11. Be in contact with NCI-IDD, Executive Director of Pilot Parents, and State NCI-IDD - Core Coordinator to discuss issues during training or surveys

**Minimum Qualifications:**

- Must be a veteran NCI-IDD surveyor
- Must have strong communication skills and interpersonal skills.
- Must have the ability to build strong and sustainable collaborative relationships that achieve actionable results
- Must be self-motivated and willing to ask questions
- Must demonstrate the ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Must have access regular and reliable access to a computer, internet signal, and cellphone
- Must have strong computer skills, including Microsoft Suite and Google Suite with an aptitude to learn new software and computer systems
- Must have experience and ability to work with diverse and at-risk communities
- Must be willing to travel within the State of Arizona to meet with surveyors (team)
- Must have a valid drivers and current insurance

**Preferred Qualifications:**

- Graduated Partner
- Someone with social media/marketing skills
- Bilingual is a plus

**Expectation:**

Responsible to and reporting regularly to the Executive Director to confer and discuss programmatic and budget issues. You are required to comply with contract requirements and budget requirements set by Executive Director.

If you are interested in this position, please email your resume to [PPSA@pilotparents.org](mailto:PPSA@pilotparents.org) or call us at 520.324.3150. Thank you!