

## **TYZE Personal Networks Community Connector- Stillwater Job Description**

**DATE:** Three positions available, open until filled

**REPORTS TO:** Program Director, Arc Greater Twin Cities

**PAY:** Paid training (to include 30 hours in the TYZE system model) and a yearly stipend.

**TO APPLY:** Please send letter of inquiry (explaining how you will be perfect for this position) with resume to: [Jammihb@ccpfoundation.org](mailto:Jammihb@ccpfoundation.org), by mail to: The CCP Foundation P.O. Box 2069, Stillwater, MN 55082 or Fax: 1-888-736-1459

**TIME COMMITMENT:** After completion of TYZE training, it is expected that the Community Connector would spend two hours a week building a Personal Network for their selected participant. Each Community Connector will be expected to create and/or maintain two Personal Networks a year.

**POSITION SUMMARY:** This position uses community connections, relationships, and community organizing skills to create, facilitate, and nurture effective Personal Networks. A Personal Network supports a person with a developmental disability to live an active life of friendship, relationship and contribution in his/her community. With training on the TYZE process, a Community Connector will facilitate a collaborative process with individuals and their families to define and create “a good life” as well as to build a Personal Network of individuals to help fulfill on that vision.

**EXPERIENCE REQUIRED:** This position requires a visionary and a creative thinker who is willing to ‘dream big’ and plan in reality for people with intellectual and developmental disabilities. It is helpful to have a working knowledge of systems (including person-centered planning methods) impacting the lives of people with intellectual and developmental disabilities and their families, but with the right attitude and skill set, additional training can be provided. Candidates must be organized, accountable, and have strong computer/internet skills. All Community Connectors must demonstrate an ability to work effectively with a team, as well as independently. In addition, Connectors are expected to demonstrate competence within the areas of communication (written and verbal), problem solving, time management, interpersonal relations, ethics, and leadership.

**DESIRED CHARACTERISTICS:** A Connector must be a possibility thinker, and believe that all people belong and have a unique contribution to offer. Most importantly, community connectors must be linkers and community organizers. Be willing to investigate relationships, comfortable with salesmanship and the ‘ask’, and comfortable with rejection. This position will be focused on the Greater Stillwater community, and a working knowledge of the community will need to be demonstrated.

**PRIMARY RESPONSIBILITIES:** Under the guidance and direction of Arc Greater Twin Cities, Stepping up—Moving Forward, and the Tyze organization, the Community Connector will be responsible for:

### **1. Direct Support Services**

- Have an understanding of community programs, activities and opportunities in the Greater Stillwater Community.
- Provide direct, Person-Centered Planning services to individuals and their families.
- Develop and implement written work plans, in partnership with the network, based on the preferences, hopes, and dreams identified in Person-Centered Plans. Each network must have a plan that includes specific deliverables
- Schedule, plan and facilitate regular, face-to-face meetings with each Personal Network.
- Seek out and present new opportunities for the person at the center of the Network be involved in his/her community.
- Seek out and introduce new network members, in partnership with current members.
- Ensure ongoing communication among Network members, including but not limited to the use of the Tyze web site.
- Train Network members to use Tyze as a tool to learn, share, and contribute to one another.

### **2. Program Development and Outreach**

- Participate in collaborative development of the program, including regularly scheduled collaborative “Community of Practice” meetings with all other participating partners in the Tyze/Community Connector Project.
- Have an ear for storytelling. Identify and provide content for articles and promotional materials to Arc Greater Twin Cities and to share successes and hurdles with the Stillwater area (possible web and newspaper topics).

### 3. Leadership

- Create a spirit of collaboration among Personal Network participants.
- Actively pursue potential volunteers, participants, activities, opportunities on behalf of the project.

### 4. Administration

- Provide reporting to Arc Greater Twin Cities and the Community of Practice, as requested and at least quarterly, related to each networks’ activities and accomplishments
- Perform other duties as requested and/or assigned by Stepping Up--Moving Forward and Arc Greater Twin Cities

***Arc Greater Twin Cities’ Mission***

*To secure for all people with intellectual and developmental disabilities and their families the opportunity to choose and realize their goals of where and how they live, learn, work and play.*

***Stepping Up Moving Forward***

*SUMF is a group of community members that operates as a hub in the Stillwater Area to identify, develop, and engage community members to create inclusive and meaningful civic, daytime activities, employment and leisure experiences for people with developmental and intellectual disabilities.*

SUMF is made possible through The CCP Foundation.

[www.ccpfoundation.org](http://www.ccpfoundation.org)



*The CCP Foundation*

Supporting people with developmental disabilities to be involved in the everyday life of the Stillwater community.  
[www.ccpfoundation.org](http://www.ccpfoundation.org)