



VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

Policy Analyst & Planner – Full-time

Reference No. 29910

Job Description: The Vermont Developmental Disabilities Council seeks a **Developmental Disabilities Systems Analyst & Planner** who is a creative professional interested in working with a Board led by individual and family advocates to realize our Mission of bringing people with developmental disabilities into the heart of Vermont communities. The ideal candidate enjoys outreach, and is committed to empowering people with developmental disabilities and family members to be advocates and leaders. The position supports the development and successful implementation of VTDDC's five year state plan to bring about positive systems change, including ongoing surveying of consumers; research, systems and policy analysis to describe the situation and trends in Vermont and nationally; project development; grant administration and technical assistance; and translating data, reports and information to be accessible and understandable to diverse audiences that include people with developmental disabilities, families, community partners, policymakers and the general public.

Working collaboratively with the Executive Director and VTDDC members, the primary focus of this position is support VTDDC system change activities.

Key duties include

- Comprehensively review and report on the situation for people with developmental disabilities and their families in Vermont and nationally through data and systems analysis based on plans, reports, studies, public and program policies and procedures and initiatives;
- Address research gaps and translate results into accessible and understandable formats to inform and educate diverse audiences
- Coordinate input from a range of stakeholders through surveys, forums and outreach with community partners to support development and annual revision of VTDDC's 5 year state plan
- Perform a range of project and grant management activities (including development of requests for proposal, contracting and compliance, technical assistance to grantees, satisfaction surveys, required federal reports and information to members on outcomes and impacts)
- Prepare materials and publications and present comments, testimony and the like that inform policymakers and effectively support outreach and advocacy efforts to a range of audiences related to VTDDC's Mission, state plan goals, activities, grants and public policy initiatives
- Actively participate in coalitions and partnerships and assist in building grass roots support
- Motivate and support informed decision-making, active participation and leadership development of members at the Council, in state-wide advocacy and at the community level, and
- Implement other strategies selected by the Council to achieve its Mission, goals and objectives at the direction of the Executive Director.

About VTDDC: VTDDC is a state-wide board created under federal and state law. Its focus is on systems change through conducting and supporting advocacy and capacity building projects, programs, and activities. 60% of its members are people with developmental disabilities and family members, and it strives to model full participation by making all VTDDC initiatives – from meetings to publications to outreach and grant projects -- as understandable and accessible as possible.

Preferred Qualifications:

- Social and policy research.
- Working with a public or non-profit board.
- Organizational planning, including meeting facilitation and group decision-making.
Adult education and training, including any leadership training.
Cross-agency collaboration and team building.
- Working with people with developmental disabilities and/or their families, along with knowledge of the self-advocacy and disability rights movement.
- Advocacy, particularly related to public policy and systems change.
Media production, including newsletters, web-sites and desk-top publishing.

Minimum Qualifications

- Considerable knowledge of program planning principles and practices.
- Considerable knowledge of social research methods.
- Considerable knowledge of survey methodology and ability to frame questions for interviews and questionnaires that are understandable and transparent to persons of widely ranging language ability.
- Considerable knowledge of automated systems applicable to database development and statistical analysis.
- Working knowledge of grant administration and compliance monitoring procedures.
- Ability to effectively translate complex concepts and research findings for a wide variety of audiences.
- Ability to obtain the cooperation, understanding and participation of a broad range of individuals and organizations in the development and implementation of program goals.
- Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Required Education and Experience

- Bachelor's degree
- Three years at a professional level in planning, policy analysis, public administration, health or human services where the duties include strategic planning, design, research and data analysis, report writing.

Note: A relevant graduate degree (Juris Doctor, LLB, Master's or other advanced degree in planning, policy studies, public administration or the like) may be substituted for two years of experience as defined above.

Full-time; Excellent benefits package. Apply on-line at http://humanresources.vermont.gov/career_center (Ref. #29910) or call (800) 640-1657 (voice) or 800-253-0191 (TTY/Relay Service). The State of Vermont is an Equal Opportunity Employer.