

Accessibility Coordinator

Job Description

Position Summary

This is a one-year term position, part of a pilot project to implement the identified goals for the first year of the Eastern Shelburne County Accessibility Plan (ESCAP). The ESCAP is a joint plan between the three local municipal units which includes the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. The Accessibility Coordinator is responsible for the coordination and implementation of the Core Goals and Actions and will act as a liaison with the Joint Accessibility Advisory Committee and the Nova Scotia Accessibility Directorate.

The position is accountable to all three municipal units and the Joint Accessibility Advisory Committee. Administratively, the incumbent will be employed by the Municipality of the District of Shelburne and report directly to the Municipality's Director of Recreation & Parks.

Duties and Responsibilities

Several Core Goals and Actions have been identified to be implemented for year one of the Eastern Shelburne County Accessibility Plan. They are provided below and make up the main duties and responsibilities of this term position.

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives:
 - a. Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness and promote recognition of their contributions to the community.
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services:
 - a. Comprehensive review of all policies, procedures, and tools in place at each municipal unit

- b. Develop recommendations to increase accessibility for any existing policies/procedures and for the development of any new ones required
 - c. Coordinate and provide accessibility training (i.e. intro to disability, attitudinal) to all employees and elected officials of the three municipal units
3. Ensure that all persons with disabilities can receive, understand and share information and communication provided by the three municipal units:
 - a. Comprehensive review of all information and communication procedures and systems at each municipal unit:
 - b. Develop guidelines for information and communications materials to ensure they are accessible to individuals with disabilities
 - c. Coordinate and provide plain language and inclusive communication strategies training for all employees and elected officials of the three municipal units
4. Ensure that all employment practices and workplaces at each municipal unit are accessible for both new and existing employees:
 - a. Comprehensive review of employment practices and workplaces at each municipal unit
 - b. Develop recommendations to make practices and workplaces accessible for all employees
 - c. Coordinate and provide inclusion training for all municipal staff and elected officials (i.e. Working with Abilities training)
 - d. Research and develop a draft Accommodation Policy.
5. Conduct accessibility audits for all required infrastructure of all three municipal units:
 - a. Establish and implement a plan to conduct accessibility assessments of identified infrastructure for the three municipal units
 - b. Develop recommendations for accessibility upgrades based on requirements, priorities, and resources available
6. Receive inquiries, requests for information and public feedback related to accessibility issues
7. Respond to requests for information and feedback as required
8. Provide guidance to staff on issues related to accessible service delivery

9. Prepare reports and presentations to Council, Accessibility Advisory Committee and Management as required

Qualifications

- University degree in Recreation, Health Promotion, Community Development/Studies, Planning, Business, or relevant college diploma
- The following are considered an asset but not required:
 - Familiarity with the Nova Scotia Accessibility Act
 - Experience in a municipal government setting
 - Rick Hansen Foundation Accessibility Certification
- If you do not meet the educational or work experience requirements listed here but have lived experience or a combination of education and work experience that make you a good fit for the role we welcome and encourage you to apply for this position. Ensure your resume and cover letter clearly explain how your experience has prepared you to succeed in this role.

Skills

- Solid understanding and knowledge of accessibility issues and legislation related to accessibility.
- Ability to collect and utilize data to develop policies and procedures.
- Ability to utilize research and best practices to inform efforts.
- Ability to work with colleagues to build on strengths, capacities, resources, and opportunities.
- Ability to work independently, take initiative, and work in a team environment
- Strong communication skills, both oral and written
- Facilitation skills (small and large groups)
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft, Word, Excel, and PowerPoint

Terms of Employment

This is a non-union, one-year term position.

Working Conditions

- The schedule for this position is Monday to Friday 8:30 a.m. – 4:30 p.m. (including one hour for lunch) for a total of 35 hours per week.
- Occasional overtime may be required. Compensation for overtime will be provided as equivalent time off.
- Main office space will be located at the new Municipality of Shelburne Administration Building, which is fully accessible, located at 414 Woodlawn Drive, Shelburne.
- Travel within the three municipal units is required and will be compensated at the government mileage rate (for meetings, work duties, etc.). The successful candidate must have access to reliable transportation.

Wage Range

\$24.73 to \$30.22 per hour plus 4% vacation pay

How to Apply

A cover letter and resume are required.

Applications are to be submitted to Adam Dedrick, Director of Recreation & Parks in one of the following ways:

- By email: Adam.Dedrick@municipalityofshelburne.ca
- In-person at the Municipality of Shelburne Administration Building located at 414 Woodlawn Drive, Shelburne NS, B0T 1W0

Contact

Adam Dedrick, Director of Recreation & Parks

Municipality of the District of Shelburne

Phone: 902-875-3544 ext. 225

Email: Adam.Dedrick@municipalityofshelburne.ca