

Self Advocacy Council 6 Independent Contractor Agreement

TITLE: Contracted Coordinator

Payment for Services: To be negotiated

Benefits: None

Contract Oversight: The Coordinator is directed by the Self Advocacy Council 6 (Council) Members

Desired Knowledge, Skills, Experience:

- Successful project management skills; including budgeting
- Well organized
- Flexible (some weekdays, weekends, evenings work and travel to various locations in Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne Counties)
- Able to read and write well, using a computer, good communication and facilitation skills
- Dependable, considerate and respectful
- Willing to learn from Council members
- Values the rights of persons with developmental disabilities including confidentiality.
- Committed to the principles of self advocacy, including empowerment, choice and equality
- Willing to facilitate for members in their own decision making and learning without trying to take over
- An understanding of service system and laws affecting people with developmental disabilities
- Basic understanding of the workings and legal obligations of nonprofit organizations
- Bonded

Obligations of Contractor:

The Coordinator assists the council in fulfilling its mission of advocacy for persons with developmental disabilities and working to strengthen the self advocacy movement in Area 6. This includes:

- 1) Providing facilitation to the council processes and activities by:
 - a) Logistics/ technical Support at Council Meetings (set up transportation, facilitation or anything else needed)
 - b) Giving information about meeting agenda items (as requested), like explaining jargon or legislation
 - c) Coaching members on organizational process and protocol, (as requested) like helping to make sure minutes get to members, staying focused on agenda items and following the by-laws
 - d) Helping members arrange and prepare for meetings, presentations and trainings (as needed)
 - e) Coaching members on how to successfully complete projects (as needed)
 - f) Helping members find resource people so each member gets the assistance (e.g. facilitation) he/she needs to carry out their duties as a member
 - g) Supporting individual members to participate in council activities (as needed)
 - h) Supporting individual members when they represent the council at other meetings (as needed)
 - i) Supporting individual members to help people first self advocacy chapters to start and/or continue at day programs (as needed)
 - j) Supporting/teaching individual members how to take on more council responsibilities

- 2) Coordinating Council and Council Members' activities to successfully meet terms of the SAC6/VMRC service contract by:
- a) Starting and finishing activities in with members, necessary to fulfill the terms of the Valley Mountain Regional Center contract
 - b) Monitoring Council contracts by assuring required reports, data collection, letters etc are done on time.
 - c) Supporting members to fundraise and secure grants for continued funding (as needed)
 - d) Using the computer, printer to complete assignments. Have knowledge of computer software such as Word, Excel and Power Point.
 - e) Working collaboratively with the Council bookkeeper to ensure Council activities are completed as required by law, by service contract obligations and by decisions made by the council.
 - f) Completing other duties as assigned.

Attached- VMRC 2026 Contract deliverables-Exhibit A
SAC6 By-laws

Final 5.7.26

EXHIBIT A

1. Contractor shall seek input from consumers and/or their families regarding unmet service needs and concerns at outreach events, trainings, and other opportunities.
2. Contractor will attend and participate in the following activities: Stanislaus County Transition Fair, San Joaquin County Transition Fair, Foothills Transition Fair, Cultural and Disability Fair, California Memorial Project and the CHOICES Annual Conference.
3. Contractor shall assist consumers and/or families in seeking solutions to identified problems upon request. Contractor will meet in-person with consumers and/or families to identify problems and will follow-up until a solution is identified.
4. Client reserves the right to request Contractor host up to 8 office hours per month, in designated VMRC offices, if there is an identified need from the community.
5. Contractor shall represent the interest of Client's consumers/families at the state level including meetings with the Department of Developmental Services, and legislative committees, upon request.
6. Contractor shall participate in VMRC Board & Committee Meetings upon request. Contractor will attend these meetings as scheduled and actively participate in these meetings.
7. Contractor shall provide speakers or panelists for local and state meetings, conferences and other events, upon request. Contractor shall participate in the Supported Life Institute's Planning Committee for the Annual Self Advocacy Conference.
8. Contractor shall serve as liaison to consumer organizations, i.e. People First/Self Advocacy Groups, and report on the activities of those organizations/groups in the quarterly and annual reports to Client.
9. Contractor shall participate in Clients Rights/Advocacy Training as requested by Client's Director of Case Management, Adults and/or the Office of Clients' Rights Advocacy.
10. Contractor will meet new day programs and introduce them to the Self Advocacy Council VI. Contractor will train them on starting self-advocacy groups and how to join the Self Advocacy Council VI.

11. Contractor shall participate in VMRC training events, including new staff orientation, upon request. Contractor shall review materials with Director of Case Management, Adults as needed.
12. Contractor shall assist Client with Quality Assurance Evaluations of vendors, upon request.
13. Contractor shall provide information about the Self-Advocacy Council VI to contribute to the Client's website. Contractor shall review information with the Director of Case Management, Adults. Information should be submitted as needed, in order to keep the website updated and current.
14. Contractor shall submit written Quarterly Reports to the Director of Case Management, Adults that shall include:
 - A. Detailed reports and information on conferences attended;
 - B. Detailed reports and information on conferences where Contractor supplied speakers or panelists;
 - C. Detailed reports of unmet service needs and outcomes;
 - D. Detailed reports of identified problems and outcomes;
 - E. Statement of all expenditures and funds paid by Client;
 - F. Future plans, and goals, and new ideas or projects.
15. Contractor shall meet with Client by March 31st of each year to provide an annual report as outlined above. Contractor shall review information with the Director of Case Management, Adults and provide a presentation to the VMRC Board of Directors, upon request.
16. Contractor shall organize, promote and hold three Area Meetings for Client's consumers/families. These Area Meetings will be in person events.
17. Contractor shall meet in person for VMRC meetings, training events, or other events.
18. Contractor shall participate in VMRC Staff and Team Meetings upon request.