



Apply to be a Disability Advisor: Position Description and Job Responsibilities

What is a Disability Advisor?

A Disability Advisor is a person with disability that also has experience or expertise in an area of public health or chronic disease prevention. For example, a person who is Deaf/hard of hearing and is a survivor of cancer.

Disability Advisors serve on a statewide public health advisory board to

- Be a voice for the disability community.
- Provide a space for the intersection of disability and chronic disease.
- Increase equity in health and wellness opportunities through the inclusion of people with disability.

What statewide advisory boards have open positions?

- [Montana Stroke Workgroup](#)
- [Montana Asthma Advisory Group](#)
- [Montana Diabetes Advisory Coalition](#)
- [Montana Oral Health Program](#)
- [Nutrition and Physical Activity Community of Practice](#)
- [Montana Emergency Support Functions #8 – Public Health and Medical Services](#)

These statewide advisory boards have had Disability Advisors serve on them for many years. If none of these advisory boards interest you, we can help you find a statewide or local board that fits your experience.

Who is supporting me as a Disability Advisor?

The Montana Disability and Health Program (MTDH) trains and provides ongoing support as needed to all Disability Advisors. The Montana Disability and Health Program (MTDH) is a partnership between Montana Department of Public Health and Human Services and The University of Montana Rural Institute.

Is the Disability Advisor an employee of MTDH?

No. Disability Advisors will contract with MTDH to help build the capacity of Montana's public health programs to better include populations with disability. Advisors will not be employees of Montana DPHHS or The University of Montana.

What are the Roles and Responsibilities of a Disability Advisor?

1. Attend regular advisory boards meetings.
2. Prepare for advisory boards meetings and communicate with MTDH staff about meeting proceedings and outcomes.
3. Assess and provide feedback on the accessibility and disability inclusion of MT Program resources and services.
4. Partner with MTDH staff to develop information packets, presentations, and policy proposals specific to the advisory boards, with particular focus on how issues relate to persons with disabilities.
5. Provide feedback on disability and health priorities when the coalition is creating strategic plans and annual goals.
6. Educate and advise Program coordinators and local advisory board members on the importance of health and community participation of people with disability.

How long will I serve as a Disability Advisor?

Disability Advisors are encouraged to serve a three-year term. This term can be extended if desired by MTDH and the Disability Advisor.

What is the time commitment of a Disability Advisor?

On average, a Disability Advisor will have one meeting a month. With preparation time, this means giving 2-5 hours a month. Once or twice a year, the time commitment may increase to 10 hours a month if you are working on a special project or attending an all-day meeting. We will work with you to fit your scheduling needs.

List of events that a Disability Advisor may be asked to attend:

- One full-day training with MTDH staff virtually or in person at MT DPHHS.
- One half-day orientation with the state advisory board leader.
- One two-day Leadership Retreat with MTDH.
- Monthly or quarterly advisory board meetings.
- Annual conference for the statewide advisory board.
- Quarterly meetings for the MTDH Community Planning Group.

Will I be paid for my time and expertise?

Yes. The trained Disability Advisor will receive an honorarium of \$50.00 for attending a training or an advisory board meeting that is four or more hours long and \$10.00 per hour for conference calls and other shorter meetings.

The Disability Advisor will also receive \$10.00 per hour for relevant pre-meeting preparations and follow-up correspondence and reports. And \$10.00 an hour for travel to a training or meeting. There is a \$50.00 a day maximum.

MTDH will pay allowable travel expenses for Disability Advisors to attend meetings (hotel, mileage and meals that are not provided at coalition/board meeting). MTDH will also pay allowable travel expenses for a personal assistant, if needed.

What are the minimum job requirements?

- Each Disability Advisor must be a person with a disability.
- Training in peer advocacy is a plus.
- A bachelor's degree in a health-related field is preferred.

What are the skills and knowledge I need to be a Disability Advisor?

- Experience working on committees or in working groups.
- Knowledge of committee processes.
- Excellent inter-personal and communication skills.
- Public speaking experience is a plus.
- Good organizational abilities.
- Knowledge of or genuine interest in relevant health issues.
- Ability to collaborate on presentation and education materials.

Is lobbying prohibited?

Yes. MTDH is supported with federal funding and cannot support lobbying activities. Training on the difference between lobbying and advocacy will be provided.

I want to be a Disability Advisor, how do I apply?

Prepare the following three documents addressing the above-listed qualifications:

1. Cover Letter – emphasize why you'd be a good fit as a Disability Advisor.
2. Resume – list your previous education and experience.
3. Contact information for 3 personal references.

Applications will be accepted on an on-going basis.

Send the items listed above to:

Mackenzie Jones, MPH, CHES

Program Manager (she/her)

Montana Disability and Health Program

Chronic Disease Prevention and Health Promotion Bureau

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