

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1749400**

**Program Associate Willowbrook Consumer Advisory Board, NS**

Brief Description of Class

Program Associates Willowbrook Consumer Advisory Board are responsible for providing active representation and advocacy services to non-correspondent Willowbrook class members. This title was established as a result of the Willowbrook litigation commenced in United States District Court in 1972, seeking to correct unacceptable conditions at the Willowbrook State School in Staten Island, New York.

Positions are classified in the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

*Program Associate Willowbrook Consumer Advisory Board:* as a member of the Consumer Advisory Board (CAB), represents the interests of and advocates for non-correspondent Willowbrook class members.

Illustrative Tasks

*Program Associate Willowbrook Consumer Advisory Board*

Monitors the quality of residential, clinical, and recreational services provided to Willowbrook class members; and evaluates the appropriateness of residential placements.

Advocates for the needs of Willowbrook class members who are not represented by parents, relatives, or guardians at interdisciplinary team meetings.

Arranges for and performs site visits to monitor services provided to Willowbrook class members; and communicates issues and concerns to OPWDD and voluntary agency staff.

Ensures that State and voluntary agency employees are aware of the rights and legal entitlements of Willowbrook class members and the role of the CAB.

Reviews and follows-up on incident reports, violations of rights, or allegations of abuse involving Willowbrook class members.

Performs guardianship activities on behalf of Willowbrook class members for whom the CAB has been appointed guardian, including preparation and filing of annual reports.

Provides technical assistance to various groups in obtaining required legal consents for services provided to Willowbrook class members.

### Minimum Qualifications

#### *Program Associate Willowbrook Consumer Advisory Board*

Open Competitive: bachelor's degree in a human services field, and three years of experience working with individuals with developmental disabilities.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 3/2021

JMM