



POSITION: Human Rights Committee Member

PROGRAM AREA: Human Rights Committee

REPORTS TO: Operations/Quality Coordinator

EMPLOYMENT STATUS: Volunteer

REPORTING TERM: 2 years

QUALIFICATIONS:

- Experience in human service related field.
- Some knowledge of HCBS programs, policies and procedures.
- Understanding of nonprofit entities.
- Strong verbal communication skills.

PURPOSE OF THE POSITION: The Arc of Southeast Iowa will have a Human Rights Committee (HRC) which exists for the purpose of reviewing the use of any rights restrictions. The committee will consist of the Operations/Quality Coordinator, and two community members who have at least a basic knowledge of service provision to individuals with disabilities.

DUTIES OF HUMAN RIGHTS COMMITTEE MEMBER:

- To ensure that the rights and dignity of clients are upheld on a continuous basis.
- To review all rights restrictions currently in place at the time of intake.
- To review all rights restrictions implemented since the last meeting of the HRC for all clients at the age of majority.
- To review all restrictions are age appropriate in the case of a minor.
- To review any incident reports that account any use of physical restraint or seclusion.
- To review that all restrictions and behavioral plans for minors have been signed off on by parents.
- Assure the agency engages in proactive activities that promote and protect people's rights.
- Review rights restrictions to ensure the following:
 - The reason for the restriction is clear.
 - The restriction is time limited and evaluated periodically to determine any continued need.
 - Informed consent has been obtained.
 - There is a plan for rights restoration.

ACCOUNTABILITIES (INDICATORS):

1. Strong verbal communication.
2. Interest in human services and the population The Arc serves.
3. Commitment to promoting clients rights.
4. Availability to meet once a quarter (four meetings a year).
5. Adhering to The Arc's Confidentiality Policy.

By signing this document you are agreeing to adhere to The Arc of Southeast Iowa's ethical standards in conduction of business. When faced with ethical issues, volunteers are expected to make professional decisions consistent with the Arc's principles, standards, and mission statements. All Arc volunteers are ethically bound by confidentiality, and legally bound by the Health Insurance Portability and Accountability Act (HIPAA). All volunteers, through the duration of volunteering and following separation from The Arc, are responsible for maintaining the confidentiality of the clients served through the agency. The very fact that an individual is served must be kept private and confidential.



Reviewed by Volunteer/Date

Arc Representative Signature/Date

The Arc of Southeast Iowa is an Equal Opportunity Employer.