

January 2017

POSITION ANNOUNCEMENT  
PROGRAM ATTORNEY — DISABILITY BENEFIT SPECIALIST PROGRAM  
(75% to 100% FTE)

The Program Attorney for the Disability Benefit Specialist (DBS) Program will be part of a nine-attorney Benefits Team at Disability Rights Wisconsin that has primary responsibility for providing legal technical assistance and training to DBSs located in Aging and Disability Resource Centers on benefits matters relevant to people with disabilities. The position is available at DRW's Madison, Milwaukee or Rice Lake offices.

Disability Rights Wisconsin (DRW) is the designated, federally-funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a wide variety of advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training. DRW also houses several programs funded by the State of Wisconsin that provide ombudsman and advocacy services to people with disabilities and provide technical assistance and training to other professionals who serve people with disabilities in Wisconsin related to public benefits.

**RESPONSIBILITIES:**

1. Together with the other program attorneys, provide (or coordinate for the provision of) both initial and on-going training to Disability Benefit Specialists on relevant public and private benefits, procedural skills, and ethical considerations;
2. Provide information, case consultation, technical assistance, and legal interpretation to DBSs (primarily in assigned counties), as needed, to appropriately assist DBS consumers;
3. Provide caseload oversight to DBSs in assigned counties;
4. In coordination with local employer personnel policies, assure quality program operations;
5. Maintain strong, positive relationships with local DBSs and ADRCs;
6. Represent individual clients in hearings, in administrative appeals and in court whose cases have been referred by the local DBS and accepted pursuant to the DRW case acceptance policy applicable to this program;
7. Analyze current and proposed programs, policies, and laws affecting people with disabilities;
8. Prepare in a timely fashion all required reports associated with the DBS Program;
9. Develop materials on disability related benefits to be used by the DBSs, attorneys, and people with disabilities;

10. Work cooperatively with the DBS Program Manager at the Wisconsin Department of Health Services to assure compliance with state and federal grant requirements;
11. Work cooperatively with other DRW staff members and participate as directed by the Managing Attorney in team activities;
12. Other duties as may be necessary to achieve the objectives of the DBS program; and
13. Some statewide travel required.

**MINIMUM QUALIFICATIONS:**

1. Law degree and member in good standing of (or eligible for admission to) Wisconsin Bar;
2. Experience in direct contact with people with disabilities or mental illness or other vulnerable client populations;
3. Ability to communicate complex legal concepts in a manner (both written and oral) readily understood by lay people; and
4. Excellent oral and written communication skills;

**PREFERRED QUALIFICATIONS:**

5. Demonstrated ability and desire to engage in public speaking;
6. Experience in supervising or assisting non-attorney lay advocates in representing clients in administrative settings;
7. Experience in counseling and communicating with people with disabilities or mental illness;
8. Knowledge and skill in areas of law directly relevant to this program (Social Security, SSI, Medicare, Medicaid, FoodShare, health insurance, public benefits) and people with disabilities or mental illness;
9. Skill in organizing and presenting training programs and materials; and
10. Experience/direct contact with people from culturally diverse backgrounds.

**LOCATION:** Madison, Milwaukee or Rice Lake Offices

**SUPERVISOR:** Benefits Team Managing Attorney or Milwaukee Supervising Attorney

**SALARY:** \$45,000-\$60,500 based on FTE and depending on experience. Excellent fringe benefits. This position is exempt.

**APPLICATION:** Submit the following in either Microsoft Word or PDF format, detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

- **1-2 page resume**
- **1-2 page cover letter**
- **voluntary affirmative action form** (attached below — can be sent separately)

Text included in the body of an email does not qualify as a cover letter. Submit by 5:00 PM on Monday, January 23, 2017. Applications that do not follow the requirements will not be considered.

*Be sure to indicate “**DBS Program Attorney**” in your cover letter or fax or email subject line.*

**By mail or in person:**

c/o DBS Program Attorney position  
Disability Rights Wisconsin  
131 West Wilson St., Suite 700  
Madison, WI 53703

**Email:** [hr@drwi.org](mailto:hr@drwi.org)

**Fax:** (608) 267-0368

**DEADLINE: Monday, January 23, 2017 by 5:00 PM** to be considered for interviews. Will remain open until filled.

**DIVERSITY:** DRW is an equal opportunity/affirmative action employer committed to a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. *Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*

## VOLUNTARY AFFIRMATIVE ACTION FORM

Disability Rights Wisconsin (DRW) has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be separated, and kept separate, from your submitted resume. This information will be used solely in connection with our Affirmative Action efforts.

Completion of this information is optional. However, we would appreciate your answers to the following.

### ***Section 1: General Applicant Information – Please Complete***

<b>Applicant Name:</b>		<b>Date:</b>
<b>Address:</b>		<b>Date of Birth:</b>
<b>Position Applied For: DBS Program Attorney</b>		

### ***Section 2: Applicant Affirmative Action Data – Please Complete***

A. **Gender** - Check ONE Box

Male

Female

B. **Race or Ethnic Identity:** *Please check all of the following which apply to you*

<b>Ethnicity</b>	<b>Definition of Category</b>
<b>Hispanic or Latino</b>	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<b>Race</b>	<b>Definition of Category</b>
<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>African American/ Black</b>	A person having origins in any of the black racial groups of Africa.
<b>Native Hawaiian or Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<b>American Indian or Native Alaskan</b>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<b>Two or more races</b>	A person who primarily identifies with two or more of the above race/ethnicity categories.
<b>I do not wish to identify</b>	

**C. Veterans and Disability Status**

Status	Definition of Category
<b>Protected Veteran</b>	A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
<b>Person with Disability</b>	A person has a disability if he or she has a physical or mental impairment which substantially limits major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

**D. Other**

Language and Proficiency	Fair	Average	Fluent
<b>Spanish</b>			
<b>Hmong</b>			
<b>Other, please specify:</b>			

Language and Proficiency	Fair	Average	Fluent
<b>Sign Language</b>			

**Section 3 Referral Source**

How did you learn about this position?

- Newspaper (Please Specify Below)
- Journal/Magazine (Please Specify Below)
- Posted/Circulated job announcement
- University/College Placement Office (Please Specify Below)
- Internet Search (Please Specify Below)
- Other (please specify \_\_\_\_\_)

Specify here:

**PLEASE SUBMIT THIS FORM WITH YOUR APPLICATION  
OR SUBMIT SEPARATELY TO:**

Disability Rights Wisconsin  
131 W. Wilson Street, Suite 700  
Madison, WI 53703

Email to: [hr@drwi.org](mailto:hr@drwi.org)

Fax to: 608-267-0368

**THANK YOU!**