

Advocacy Specialist

Department: Community and Institutions/Victim Advocacy	Location: Madison
Reports to: Various	Revised:
Classification: Grade F	Full time Exempt

Job Summary: The Advocacy Specialist is responsible for providing direct advocacy assistance and representation to individuals with disabilities and their families on a variety of disability-related issues, including victim services. Other duties include: administrative tasks related to case maintenance and reporting, outreach, information and referral, systems advocacy and training.

Responsibilities:

Advocacy (75%)

1. Participate in intake, referral, case acceptance and quality assurance functions on both the Protection & Advocacy and Victim Advocacy teams. Collect client information in preparation for group case acceptance meetings or meetings with supervisor, participate in group case acceptance meetings, inform person requesting assistance of decision to accept or deny case, and make appropriate referrals.
2. Extensive direct client contact providing advocacy or representation to individuals with disabilities statewide, including meeting with individuals personally at DRW offices, in client homes, and/or in community settings; this includes making some independent judgments about advocacy strategy in the field.
3. Provide information, guidance, consultation and technical assistance over the telephone to individuals who call for help on advocacy issues pertaining to people with disabilities.
4. Maintain a caseload of individuals needing advocacy assistance including:
 - a. Giving information, advice and self-advocacy assistance in person or over the phone;
 - b. Participate with clients in negotiation and mediation sessions;
 - c. Accompany clients to court proceedings to obtain restraining orders;
 - d. Intervening directly with service providers, government/school administrations and others as necessary;
 - e. Working with the team's attorney to provide effective legal-based advocacy when required;
 - f. Preparing written analyses of advocacy issues and documentation necessary to support clients during formal and informal proceedings such as treatment and discharge planning, rights restriction or school IEP meetings.
5. Conduct investigations into allegations of abuse, neglect rights violations and certain deaths; provide appropriate follow-up advocacy, including drafting of letters and public reports.
6. Participate as a DRW representative on statewide facility closing relocation teams.
7. Complete required intake and case recording forms, and maintain accurate records of client interactions and case progress.
8. Consult and collaborate with other DRW advocates on individual cases and advocacy issues.

Administration (15%)

9. Develop and maintain resource files on topics including legal rights of individuals, legislative and bureaucratic remedies; grievance procedures, and other advocacy resources and disability related organizations.
10. Maintain client and project files both electronically and in paper files. Comply with DRW client data reporting requirements, compile and organize client statistical data.

Outreach and Training (8%)

11. As assigned, provide training and technical assistance and advocacy strategies to a variety of groups and write and produce training materials, advocacy manuals, and informational documents on various disability issues; this can involve developing a substantial knowledge base in various advocacy issue areas and using it independently in the field.
12. Perform outreach activities, with an emphasis of reaching culturally diverse groups and organizations, about DRW advocacy services.
13. Maintain effective working relationships with individuals with disabilities, advocacy groups and service providers; represent DRW on task forces, coalitions, and committees concerned with issues relevant to DRW priorities and people with disabilities.
14. As assigned, monitor legislative and governmental hearings and committees by attendance and upon occasion provide oral or written testimony.

Other (<1%)

15. Develop, organize and maintain resource files on assigned substantive and advocacy topics and advocacy resources and disability related organizations.
16. As assigned, participate on internal DRW work groups or teams to develop appropriate advocacy strategies and programming for working on behalf of people with disabilities.

DRW Core Values and Mission Responsibilities:

- Commit to the vision, mission and core values of DRW.
- Participate fully in staff and team meetings.
- Treat staff and colleagues with respect and embrace diversity.

Minimum Qualifications

1. Bachelor's degree in an area related to the provision of advocacy services to people with disabilities; or equivalent experience of at least four years in paid or unpaid work in providing advocacy to vulnerable people may be considered in lieu of a formal advanced degree.
2. Paid or unpaid experience providing individual case advocacy.
3. Demonstrated commitment to social justice issues.
4. Excellent listening, verbal and written communication skills.
5. Basic computer skills including email, word processing, and use of the internet.
6. Travel statewide required.
7. Demonstrated ability to collaborate with other agencies.

Preferred Qualifications

1. Direct paid or unpaid experience with people with mental illness and other disabilities.
2. Direct paid or unpaid experience with victim/survivors of crime.
3. Working knowledge of state and county mental health programs, services and delivery system.
4. Working knowledge of state and county victim response programs, services and delivery systems.
5. Medical or clinical knowledge sufficient to aid in critical review of client treatment and facility mental health records.
6. Familiarity with Special Education and Individuals with Disabilities Education Act.
7. Familiarity with state laws pertaining to victim rights, restraining orders, and divorce.
8. Direct contact with persons from culturally diverse backgrounds.
9. Fluency or strong proficiency in a second language other than English, including American Sign Language,

APPLICATION INSTRUCTIONS:

Please submit a cover letter and resume to HR@drwi.org by 5pm June 19, 2017 to be considered for this position.

Excellent salary and benefits package. Salary is dependent on experience.

EEO/AA employer committed to a diverse workforce.

VOLUNTARY AFFIRMATIVE ACTION FORM

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

We are required to report data to the state of Wisconsin regarding the number of DRW employees who have disabilities and/or are of racial/ethnic minority background. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional and will in no way affect your employment at DRW.**

Section 1: General Information – Please Complete

Applicant Name:		Date:
Address:		Date of Birth:
Position: ADVOCACY SPECIALIST June 2017		

Section 2: Applicant Affirmative Action Data – Please Complete

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male <input type="checkbox"/> Female

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

Ethnicity	Definition of Category
Hispanic or Latino	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race	Definition of Category
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
African American/ Black	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Asian	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.
American Indian or Native Alaskan	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.
Two or more races	A person who primarily identifies with two or more of the above race/ethnicity categories.
I do not wish to identify	

C. Veterans and Disability Status

	Status	Definition of Category
	Protected Veteran	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.
	Person with Disability*	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.

Where did you hear about this position? _____