

POSITION ANNOUNCEMENT:
Advocacy Specialist – Protection and Advocacy Program
Full Time Equivalent: 1.0 (40 hours per week)
Office Location: Madison

Please read applications instruction at the end of the announcement

Disability Rights Wisconsin (DRW) is the designated, federally-funded protection and advocacy agency for persons with disabilities in Wisconsin. An award-winning agency with over 30 years of experience, DRW utilizes a variety of individual and systems advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training.

Job Summary: The Advocacy Specialist is responsible for providing direct advocacy assistance and representation to individuals with disabilities on a variety of disability-related issues, and conducting investigations of complaints received by DRW on issues such as abuse and neglect. Other duties include: administrative tasks related to case maintenance and reporting, outreach, information and referral, systems advocacy and training.

Responsibilities:

Advocacy (80%)

1. Extensive direct client contact providing representation to individuals with disabilities statewide on priority case issues, including attending meetings with client and others at DRW offices, in client homes, institutions and/or in community settings; this includes making some independent judgments about advocacy strategy in the field.
2. Provide information, guidance, consultation and technical assistance over the telephone individuals who call for help on advocacy issues pertaining to people with disabilities.
3. Maintain a caseload of individual's 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. intervening directly with service providers, government/school administrators and others as necessary;
 - d. working with the team's attorney to provide effective legal-based advocacy when required.
 - e. 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.
4. Conduct investigations into allegations of abuse, neglect rights violations and certain deaths; including reviews of medical, mental health and facility records, and provide appropriate follow-up advocacy, including drafting of letters and public reports.
5. Participate in intake, referral, case acceptance and quality assurance functions. 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.
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 (12%)

1. 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.
2. 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 (6%)

1. 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.
2. Perform outreach activities, with an emphasis of reaching culturally diverse groups and organizations, about DRW advocacy services.
3. 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.
4. As assigned, monitor legislative and governmental hearings and committees by attendance and upon occasion provide oral or written testimony.

Other (2%)

1. Develop organize and maintain resource files on assigned substantive and advocacy topics and advocacy resources and disability related organizations.
2. 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. Two years paid or unpaid experience dealing with clients through individual case advocacy.
3. Medical and/or clinical knowledge sufficient to aid in critical review of client treatment and facility mental health records.
4. Demonstrated commitment to social justice issues.
5. Demonstrated ability to collaborate with other agencies.
6. Excellent listening, verbal and written communication skills.
7. Basic computer skills including email, word processing, and use of the internet.
8. Some statewide travel required.

Preferred Qualifications

1. Experience conducting investigations for the purpose of explaining an event. Including familiarity with procedures for the systematic collection of facts through interviews, record reviews and site visits.
2. Direct paid or unpaid experience with people with developmental disabilities, physical disabilities or mental illness.
3. Working knowledge of state and county human service and/or mental health programs and the service delivery system.
4. Medical and/or clinical knowledge sufficient to aid in critical review of client treatment and facility mental health records.
5. Direct contact with persons from culturally diverse backgrounds.
6. Investigation, negotiation, and mediation skills.
7. Experience providing outreach, training, and public speaking.
8. Demonstrated ability to work independently and as part of a team and manage a high volume of tasks.

FULL TIME EQUIVALENT: 1.0 (40 hours per week)

STARTING SALARY: \$39,500-\$45,500, depending on experience. Excellent fringe benefits.

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**
- **separate 1-2 page cover letter**
- **affirmative action form** (*optional and attached below—can be mailed separately*)

Submit by **noon, Monday, January 29, 2018**. Applications received after deadline or applications that do not follow the requirements will not be considered.

Be sure to indicate "PA Advocacy Specialist" in cover letter or email subject line.

By mail or in person:

c/o PA Advocacy Specialist
Disability Rights Wisconsin
131 West Wilson St., Suite 700
Madison, WI 53703

Email: hr@drwi.org

Fax: 608-267-0368

DEADLINE: Monday, December 4, 2017, noon. No exceptions.

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

Applicant Name:		Date:
Address:		Date of Birth:
Position Applied For: PA Advocacy Specialist		

Section 2: Applicant Affirmative Action Data – Please Complete

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male	<input type="checkbox"/> female
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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.

D. Other

Language and Proficiency	Fair	Average	Fluent
Spanish			
Hmong			
Other, please specify:			

Language and Proficiency	Fair	Average	Fluent
Sign Language			

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
 Fax to: 608-267-0368

THANK YOU!