

DISABILITY RIGHTS NC

POSITION DESCRIPTION

Job Title:	Advocate (Temporary ¹)	Date:	September 2016
Reports to:	Team Leader	FLSA:	Hourly / Non-Exempt
Location:	Raleigh, NC		

General Summary: Represents clients in individual cases and shares responsibility with other legal and advocacy staff for the provision of technical assistance, consultation, outreach and training to clients, providers and facility staff/leadership. Conducts facility monitoring activities to protect the health, welfare and safety of individuals with disabilities living in the facilities and advocates for the protection of their rights.

This position will focus on monitoring and investigating assigned separate public school settings to prevent, detect and address instances of abuse or neglect consistent with Disability Rights NC's monitoring protocol, including any appropriate follow-up.

Demonstrates the following core values: relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

Essential functions (with or without accommodations):

1. Travel, including overnight.
2. Occasionally work long hours and/or weekends.
3. Engage appropriately with others, both internally and externally
4. Communicate effectively and expressively, orally and in writing
5. Identify facts and develop creative solutions.
6. Interact with people with disabilities where they live, work or go to school
7. Work collaboratively, collegially, and cooperatively across teams, units, and departments
8. Exercise sound judgment in the field regarding access authority and instances of abuse, neglect and exploitation.

Job Duties:

- Provides information and short-term assistance to Disability Rights NC clients which includes writing letters and memoranda
- Represents individual clients consistent with the Disability Rights NC's priorities and selection criteria including the development and implementation of all phases of case strategies and activities including negotiation, mediation, and representation in administrative settings
- Monitors assigned facilities to prevent, detect and address instances of abuse, neglect or exploitation consistent with Disability Rights NC's monitoring protocol, collaborating with other Disability Rights NC monitors about trends and issues developing in the field;

¹ This is a temporary, full-time position created through a grant with the State of North Carolina, Department of Public Safety, Governor's Crime Commission. The grant period is for one (1) year with an option for a 2nd year.

DISABILITY RIGHTS NC

POSITION DESCRIPTION

provides information and training to clients as well as staff regarding the rights of individuals; and interacts with agency or facility staff and advocating for individual and/or systemic changes

- Maintains familiarity with the statutes and regulations governing the facility being monitored
- Maintains familiarity with the federal statutes and regulations relating to Disability Rights NC's access authority
- Maintains complete and accurate records in Disability Rights NC's case management system consistent with agency policies and procedures
- Conducts onsite reviews of Social Security Administration (SSA) representative payees, including interviews with beneficiaries, review of relevant documents and preparation of reports to the federal funding agency
- Prepares reports, articles and special projects
- Prepares written materials and conducts activities for the education and training of clients, consumers, professionals and others consistent with Disability Rights NC's priorities
- Participates in outreach activities, including to un-served/under-served populations
- Compiles information and prepares program activity reports for funding sources
- Collaborates with staff in the development of systemic activities as appropriate
- Assists in the planning and development of Disability Rights NC's program priorities

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Requirements:

- Bachelor's degree in one of the following areas: sociology, psychology, social work, special education or other related human services field and a minimum of three years of experience working in a disability related field; or equivalent combination of education and experience
- Effective communication skills sufficient to communicate with callers regarding complex factual situations and provide responsive information
- Experience working with people with disabilities preferred
- Direct experience with or general knowledge of services and issues affecting individuals with disabilities or direct experience in providing information and referral or advocacy services in the public interest
- Ability to organize and prioritize complex tasks
- Ability to work independently with minimal supervision

DISABILITY RIGHTS NC

POSITION DESCRIPTION

- Complete the suitability determination process and training within a reasonable period after hire as required by the Social Security Administration for its on-site review of representative payees.²

Disability Rights North Carolina is a 501(c)(3) nonprofit organization based in Raleigh. Its team of attorneys, advocates, paralegals and support staff provide advocacy and legal services at no charge for people with disabilities across North Carolina.

As the state's federally mandated protection and advocacy system, Disability Rights North Carolina is charged with protecting the rights of children and adults with disabilities living in North Carolina.

Disability Rights NC is an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not discriminate in any aspect of employment with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status or any other characteristic protected by state or federal law.

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Compensation Package: The hiring range is \$18 – \$27/hour. Excellent benefits which include health, dental, vision, generous paid time off, life insurance, and more.

Send a detailed letter of interest explaining your qualifications and your resume to resumes.hr@disabilityrightsn.org. No phone calls please.

Applications will be considered on a rolling basis in an effort to fill this position as quickly as possible. Open until filled.

² Suitability determination is required only for individuals assigned to the Protection and Advocacy program for Representative Payee.