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| JOB TITLE: LEGAL RIGHTS ADVOCATE | FLSA CLASSIFICATION: NON-EXEMPT |
| OFFICE LOCATION: ANCHORAGE | REPORTS TO: LEGAL DIRECTOR |
| STATUS: FULL TIME | |
| NORMAL WORK HOURS AND DAYS: REGULAR OFFICE HOURS ARE 8:00 AM TO 4:30 PM MONDAY THROUGH FRIDAY. PERIODICALLY REQUIRED TO WORK OVERTIME TO COMPLETE WORK RESPONSIBILITIES. | |
| APPROVED BY:  DATE: 2/3/2012 | |

Under the general direction of the Legal Director, represents persons with disabilities seeking assistance from the Disability Law Center of Alaska. Performs intake, information and referral, and self advocacy training. Provides representation at administrative hearings with a minimum of supervision. Assists with advocacy activities of the agency and assists in maintaining a positive office environment for staff and clients of the Disability Law Center.

ESSENTIAL AND RELATED FUNCTION STATEMENTS--Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Protect and advocate for the legal rights of people with mental and/or physical disabilities by investigating cases, intervening, negotiating and pursuing appropriate administrative, legal and other non-traditional remedies;
- Analyze and recommend changes in regulations and service delivery systems upon request. This activity includes drafting proposed changes, testifying before legislative or regulatory bodies, and providing information to persons involved with the mental and physical disabilities service systems;
- Provide community education in the area of mental and physical disability law;
- Conduct intake for applicants seeking assistance, both in the agency's office and in other locations, as needed;
- Gather, organize, and present applicant information for decision-making at intake meetings;
- Maintain thorough and current knowledge of appropriate community resources for agency applicants and clients;
- Provide information and referral for clients, families of persons with disabilities, service providers and the general public;

- Open, maintain, close, and file client records, according to agency policies and procedures;
- Document all applicant and client contacts and interventions according to agency policies and procedures;
- Develop and maintain effective working relationships with service providers, other agencies, public and private organizations, and the community at large with regard to rights of people with disabilities;
- Conduct case assessments to identify all potential courses of actions to recommend to clients;
- Conduct investigations including the request for records and gathering and analyzing relevant facts, evidence and information to appropriately advocate for clients;
- Research statutes and regulations; analyze their applicability to cases; utilize statutes and regulations to their full extent on behalf of clients;
- Advocate for clients at administrative hearings, meetings and conferences, as appropriate. Instruct, guide, and advise clients within the limits of the law and the advocate's professional credentials and knowledge;
- Encourage and guide applicants and clients to utilize self-advocacy where appropriate;
- Utilize mediation, negotiation and advocacy appropriately to resolve cases and obtain resolution of client problems;
- According to agency policies and procedures, maintain complete and accurate records throughout investigations; prepare memoranda and case reports; maintain the security of confidential records;
- Deliver presentations, trainings and workshops on a variety of subjects pertinent to persons with disabilities and service providers.

Marginal Functions:

- Facilitate hearings, meetings and teleconferences, as necessary;
- Other duties as assigned.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience:

Minimum: Bachelor's degree (or equivalent work experience) and a minimum of two years experience in advocacy or related field.

Preferred: Master's degree from an accredited college in social work, psychology, education or related field and a broad knowledge of quality services for persons with disabilities.

Skills, Knowledge and Abilities

- Knowledge and understanding of the principle of consumer right to self-determination.
- The ability to demonstrate sensitivity to the concerns of persons with disabilities.
- Knowledge of computers, Windows, and Microsoft Office.
- Knowledge of office practices and procedures.
- The ability to work well with people.
- The ability to listen and evaluate objectively.
- The ability to handle conflicts with diplomacy and tact.
- The ability to handle crisis calls from people under stress.
- The ability to organize electronic and paper data.
- The ability to prioritize work and manage conflicting deadlines.
- The ability to effectively communicate orally and in writing with staff and the public, including business writing, good grammar and accurate spelling.
- The ability to maintain client and staff confidentiality.
- The ability to travel both in-state and out-of-state for several days at a time.

Physical Requirements:

The ability to consistently manipulate computer and office equipment.

Environmental Conditions:

Most work is performed in the administrative office environment with moderate noise level. Workload periodically requires work on weekends.

A Legal Rights Advocate is expected to efficiently perform the above tasks. If these are not adequately completed, the employee will be disciplined according to the procedures as outlined in the Employee Handbook.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

OSH Act:

An Intake & Self-Advocacy Specialist is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.