

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

Under the general direction of the Executive Director, the Legal Rights Advocate (Advocate) will represent people with disabilities seeking assistance from the Disability Law Center of Alaska (DLC). This Advocate position will provide advocacy services for and respond to complaints made by individuals with disabilities regarding allegations of the denial of civil rights. The Advocate will also perform outreach and training activities related to DLC programs for engagement with external partners and the public, while supporting the general advocacy activities of the Disability Law Center.

This advocacy position will primarily support activities related to DLC's Protection and Advocacy for Voting Access (PAVA) and the Protection and Advocacy for Traumatic Brain Injury (PATBI) grant programs, as well as regular work supporting the agency's Community Integration priorities related to the equitable treatment of individuals with disabilities in the areas of housing, employment and public accommodations. Additional work assignments related to other DLC grant programs are highly likely, as required by agency funding and priorities.

Work on the primary grants projects (PAVA, PATBI) and other agency grants will incorporate significant work specifically related to legislative and regulatory policy research and report writing, requiring the successful candidate to have some education and/or experience in this area.

**Interested parties should submit a resume and cover letter to: [akpa@dlcak.org](mailto:akpa@dlcak.org)**

#### **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.

#### **General Duties**

- Protect and advocate for the legal rights of people with mental, intellectual, developmental, and physical disabilities by reviewing cases, and when appropriate, intervening, negotiating, and pursuing appropriate administrative, legal, and other non-traditional remedies to address the denial of civil rights to individuals with disabilities.
- Analyze and recommend changes in regulations and service delivery systems by reviewing both state and federal legislative initiatives and regulatory policy proposals that impact individuals or groups with disabilities; drafting proposed legislative; regulatory and policy changes; testifying before legislative or regulatory bodies; and providing information to external advocacy partners and individuals involved with disability advocacy and service systems.
- Provide community information and training in all assigned areas of disability law.

#### Specific Duties

- Facilitates intake processes and conducts advocacy services for individuals seeking assistance, both in the agency's office and in other locations, as needed.
- Conducts service request assessments to identify all potential courses of actions to recommend to clients.
- Communicates with individuals seeking DLC services to gather additional case information and provide appropriate follow-up advocacy activities.
- Responds to requests for information and provides information, referral and technical assistance to service requestors, clients, families of people with disabilities, and the public, as allowed by federal funders.
- Provides instruction, guidance, and advice to clients within the limits of the law and the advocate's professional credentials and knowledge and encourages and guides applicants and clients to utilize self-advocacy where appropriate.
- Provides direct service to clients by representing their interests in meetings, negotiations, mediations, and administrative proceedings as authorized and under attorney supervision to resolve cases and obtain resolution of client problems.
- Develops and conducts outreach, education, training, and workshops on a variety of subjects pertinent to service requestors, clients and their families, community groups, public policy makers, state agency staff and other stakeholders, as assigned.

- According to agency policies and procedures, maintains complete and accurate records for all assigned agency work while maintaining the security of confidential records, including the collection, maintenance and organization of case management notes, and other case-related documents.
- Opens, maintains, closes, and files client records according to agency policies and procedures.
- Documents all applicant and client contacts and interventions according to agency policies and procedure.
- Collaborates with agency interdisciplinary teams.
- Conducts investigations, including the request for records and gathering and analyzing relevant facts, evidence, and information to appropriately advocate for clients.
- Gathers, organizes, and presents information for agency decision-making processes with other advocacy and administrative staff, when necessary.
- Maintains thorough and current knowledge of appropriate community resources for agency applicants and clients.
- Develops and maintains 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.
- Researches statutes and regulations; analyzes their applicability to individuals with disabilities and DLC programs; and recommends legislative, statutory, and regulatory policy changes through formal reporting efforts that support the rights of individuals with disabilities.

#### **Marginal Functions:**

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

#### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

#### **Competencies**

- Personal Credibility
- Communication Proficiency.

- Organizational Skills.
- Technical Capacity.
- Teamwork Orientation.

### **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 and some experience in disability advocacy or related civil rights fields.

*Preferred:* Strong educational background in legislative and regulatory policy preferred. Recent experience working in program activities related to advocacy for the civil rights of individuals with disabilities. Individuals with any experience working on advocacy programs related to voting rights and the rights of individuals with traumatic brain injuries are encouraged to apply.

### **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 people 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 manage conflicts with diplomacy and tact.
- The ability to manage 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 physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is rarely required to stand or walk as a routine function of the job. Computer/keyboard and telephone skills are a frequent function. The employee is rarely required to stoop, kneel, crouch, or crawl.
- The employee may occasionally lift and/or move up to ten pounds, rarely lift and/or move up to twenty-five pounds and is never required to lift and/or move up to fifty pounds.

### **Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate controlled administrative office environment with moderate noise level.

### **ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Amendments Act of 2008.

### **OSH Act:**

A Legal Rights Advocate 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.