

Job Description

Job Title: Non-Attorney Advocate – Youth Unit

Mission: DisAbility Rights Idaho assists people with disabilities to protect, promote and advance their legal and human rights, through quality legal, individual, and system advocacy.

Core Values and Associated Behaviors: DRI respectfully promotes the human and civil rights of individuals with disabilities. In doing so, DRI staff are expected to incorporate DRI's core values of integrity, quality, dignity of risk, teamwork, and inclusivity through the following associated behaviors:

Integrity

- We are accountable for our actions, accountable to clients & each other.
- We are bound by the Idaho Rules of Professional Conduct & Rules of Civility.
- We are honest, truthful & transparent in our interactions.
- We comply with all confidentiality provisions in our grants & ethics rules.
- We are respectful in our interactions & act with humility.

Quality

- We act professionally & respectfully in our internal teams, with clients & with partners.
- We provide quality services for our clients. We are relentless in our pursuit of results.
- We are responsible for interactions inside the agency & in the community.
- We do the research & have expert knowledge of laws & issues that impact our clients.
- We are responsible for our work product.

Dignity of Risk

- We ask clients for what outcomes they want.
- We provide client choice/self-determination.
- We apply a client-driven approach to all advocacy services.
- We ask clients for their most preferred terms & language, & we use those terms & language in our notes & interactions.
- We assist persons with disabilities to access programs that they qualify for, allow them maximum independence & integration into their community of choice.

Teamwork

- We understand how our work fits the overall agency & team goals.
- We offer to help before being asked (pitch in).
- We humbly ask for help when we need it.
- We give 100% effort.
- We show up & do what we say we are going to do.
- We treat our coworkers with respect & honor each other's individuality.
- We have a positive outlook.

Inclusivity

- We value diversity – honoring people's history & experiences.
- We seek to eliminate cultural & linguistic biases.
- We are respectful of & acknowledge past trauma.
- We recognize intersectionality of disability, i.e., race, gender identity, culture, age, sexual identity, sexual orientation & socio-economic status.
- We are compassionate, empathetic & non-judgmental when working with or on behalf of people with disabilities.

Guiding Principles: DisAbility Rights Idaho assists people with disabilities to promote and protect their right to meaningful personal choice and self-determination.

DisAbility Rights Idaho assists people with disabilities to promote their right to independence, self-sufficiency and full membership in communities.

DisAbility Rights Idaho assists people with disabilities to promote their right to inclusive, adapted, and accessible services, residences, education and employment.

DisAbility Rights Idaho assists people with disabilities to promote the right to safe and humane practices and environments which are free from abuse and neglect, and which recognize their individuality and dignity.

Job Summary: The Non-Attorney Advocate will be assigned to the Youth Unit and will be responsible for providing individual and system advocacy under the supervision of a licensed attorney to children with disabilities across the entire state of Idaho and in close collaboration with other members of the DRI Youth Unit. This position may require considerable travel throughout the state.

Position Reports to: Attorney, Youth Unit

Employment Status: Regular, Full-Time Non-Exempt Position

Principal Duties and Responsibilities:

1. Develop and maintain knowledge and skills necessary to advocate on behalf of children with disabilities, including those needed for monitoring and investigating allegations of abuse and neglect of children with disabilities;
2. Provide direct advocacy representation under the supervision of an attorney to eligible clients in a timely manner with adherence to DRI's Core Values, casework procedures, and the Idaho Rules of Professional Conduct;
3. Maintain confidentiality of all client information with adherence to the ethical standards of the Idaho Rules of Professional Conduct and DRI's grant requirements;
4. Demonstrate effective verbal and written communication skills;
5. Maintain complete and timely documentation of any advocacy efforts performed;
6. Review and conduct investigations of reports of abuse or neglect, including restraint, seclusion and deaths, of children with disabilities within facilities or service providers that serve individuals with disabilities, pursuant to DRI's federal mandates;
7. Review, analyze, and organize voluminous medical and/or other records including annual survey reports, licensing reports, and plans of correction for cited deficiencies in facilities serving children with disabilities;
8. Prepare internal reports, summaries, and memoranda detailing investigation findings and recommendations;
9. Participate in staff, department, and case meetings;
10. Conduct presentations and participate in outreach events in the community designed to educate individuals to services offered by DisAbility Rights Idaho and/or rights of individuals of disabilities;
11. Maintain a professional demeanor, adhere to DRI's Core Values, and working relationships with other staff;
12. Maintain a professional demeanor and adhere to DRI's Core Values when making public contact as a representative of DisAbility Rights Idaho; and
13. Perform other agency related functions as requested by supervisors and DRI management.

Minimum Qualifications:**Required Knowledge, Skill, and Abilities:**

- Five (5) years of qualifying experience in advocating on behalf of children with disabilities or a bachelor's degree preferably in the human services field with three (3) years of qualifying experience in advocating on behalf of children with disabilities.
- Direct experience with or general knowledge of services and issues affecting children with disabilities.
- Demonstrated ability to problem solve through research and objectively analyze complex, sensitive, and factual situations.
- Demonstrated ability to organize and prioritize tasks.
- Demonstrated ability to recognize the human and civil rights of individuals with disabilities.

- Demonstrated ability to effectively communicate (in writing, via telephone, etc.) and possess excellent writing skills.
- Demonstrated proficiency in using computers/computer applications for word processing, data collection, and communications.
- Demonstrated ability to work independently as well as in a team environment with minimal supervision.
- Ability to complete a Social Security Administration Tier 2 Suitability Determination.
- Ability to abide by DRI's Core Values.

Required Cognitive Attributes:

- Comprehension – understanding direction and ability to carry out tasks as assigned or requested.
- Organization – ability to gather and classify information, including very detailed information.
- Resilience – adaptability to changes in workload, environment, competing priorities, and client interactions.
- Communication/public relation skills – ability to advocate on behalf of a client with third parties/adverse parties in a civil, professional manner; ability to educate, communicate, and inform clients and members of the public regarding issues related to disability in a civil, professional, and tactful manner.

Required Physical Attributes:

- Must be able to work at a computer the majority of the time.
- Must be able to move inside or outside the office space to meet with clients, perform monitoring or investigation duties, or to perform outreach and trainings approximately the majority of the time.
- Position operates a computer and other office equipment to correspond with co-workers, supervisors, clients, and third/adverse parties the majority of the time.
- The person in this position must be able to detect, read, or observe written information approximately the majority of the time.
- The person in this position must be able to discern or hear verbal communication from others approximately a majority of the time.
- The person in this position must be able to communicate with co-workers, supervisors, clients, and third/adverse parties, in writing and verbally, the majority of the time.

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

Desired Qualifications (i.e. preferred, not required):

Desired Knowledge Skills, and Abilities (for job posting):

- Life experience with disability.
- Experience in legal services, non-profit, or the public interest environment.

- Ability to speak Spanish, American Sign Language (ASL), or other languages.
- Knowledge of the service delivery system for children with disabilities (i.e. developmental disability services/service delivery or mental health services/service delivery).
- Knowledge of special education programs and processes.