



**Job Title:** Non-Attorney Advocate – Adult Team

Looking to make a positive difference in the world? DisAbility Rights Idaho (DRI) is hiring a full-time Non-Attorney Advocate for its Adult Unit. DRI is Idaho's designated Protection & Advocacy Agency. Our mission is to educate, advocate, investigate, and litigate to protect and advance the rights of Idahoans with disabilities. Non-Attorney Advocates at DRI help to fulfill this mission by providing individual and system advocacy under the supervision of a licensed attorney to people with disabilities across the entire state of Idaho. Non-Attorney Advocates provide individuals with disabilities with information and referrals to community resources, technical assistance in understanding rights and available remedies, and also provide individual assistance or advocacy in order to address matters related to rights violations. Non-Attorney Advocates also assist in monitoring conditions and conducting investigations into allegations of abuse or neglect within facilities or service providers that serve individuals with disabilities, pursuant to DRI's federal mandates. Non-attorney advocates also represent DRI in the community by conducting outreach and presentations on matters related to disability and DRI's work.

A large part of this position will include engaging in activities related to Home and Community Based Settings (HCBS), including monitoring such settings and participation in task forces and coalitions concerned with HCBS.

The position has a remote work option and opportunity for an office-share schedule in either Boise, ID or Pocatello, ID.

To apply, please send a cover letter; resume, including 3 references; and a sample of professional written work (such as a report, article, research paper, etc. redacted to protect personal, protected, or confidential information) to [christine@disabilityrightsidaho.org](mailto:christine@disabilityrightsidaho.org).

**Compensation:** Dependent on experience, the salary range for this position is \$38,993 - \$46,350 (annually). Additionally, DRI employee benefits include health, dental, life insurance, a 401(k) retirement plan with an employer match, and generous leave including the observance of all federal holidays.

**Principal Duties and Responsibilities:**

1. Develop and maintain knowledge and skills necessary to advocate on behalf of adults with disabilities, including those needed for monitoring and investigating allegations of

- abuse and neglect of adults with disabilities;
2. Provide direct advocacy representation to eligible clients in a timely manner with adherence to DRI's Core Values, casework procedures, and 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;
  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 adults 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 adults with disabilities;
  8. Prepare internal reports, summarize, 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 adults 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 adults with disabilities.
- Direct experience with or general knowledge of services and issues affecting adults 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 adults with disabilities (i.e. developmental disability services/service delivery or mental health services/service delivery).
- Knowledge of Social Security Administration programs.

DisAbility Rights Idaho is an Equal Opportunity Employer and dedicated to a diverse workforce. Individuals with disabilities and those from minority or other traditionally underserved backgrounds are encouraged to apply. EEO/AA/D/V.