

DISABILITY RIGHTS NEBRASKA

JOB DESCRIPTION

Position: Advocacy and Monitoring Specialist

FLSA Status: Non-Exempt

Reports to: Director of Legal Services

Basic Functions: Monitors facilities and reports on conditions of people with disabilities, conducts intakes and voting outreach. Performs related work as required.

Position Responsibilities

1. Monitors facilities throughout Nebraska where people with disabilities live, work and learn.
2. Investigates and reports on the conditions, treatment and care of people with disabilities in facilities.
3. Collects accurate and sufficient information regarding the complaint; conducts investigations relative to individual client complaints; and reviews relevant statutes, regulations, policies, and records.
4. Intake -- receives initial inquiries and complaints, gathers accurate and sufficient information regarding complaints to assist in the initial determination of eligibility and completes intake documents, and prepares intake information for review by the Legal Advocacy Team.
5. Participates in case acceptance meetings as a member of the Legal Advocacy Team, presents intakes and research on resources, and completes correspondence.
6. Information and Referrals – prepares accurate and timely information and referral, including correspondence; maintains current resources and makes referrals as appropriate.
7. Conducts voting outreach to inform people with disabilities about their voting rights through voting presentations, voter registration drives and surveying polling places.
8. Conducts general outreach and prepares training on the rights of people with disabilities and the services of Disability Rights Nebraska.
9. Represents Disability Rights Nebraska on councils, commissions, work groups and/or stakeholder groups as assigned by supervisor.

Knowledge, Skills and Personal Characteristics

1. A demonstrated commitment and well-developed sensitivity and awareness to the needs of people with disabilities.
2. Knowledge of the Nebraska service systems and legal rights relevant to people with significant mental or physical disabilities.
3. Excellent interpersonal, relationship-building and collaboration skills to be able to work with others inside and outside the organization.
4. Experience in negotiation and conflict resolution skills.
5. Demonstrated ability to be an effective and assertive advocate on behalf of clients.
6. Demonstrated written and oral communication skills commensurate with position responsibilities.
7. Demonstrated ability to perform factual investigations and limited legal research under supervision.
8. Demonstrated ability to independently follow through on multiple tasks.
9. Demonstrated ability to travel and to work evenings and weekends when necessary.

Education, Experience and Special Requirements

1. Combination of three years' experience, training, or education relating to protective services or legal issues impacting people with disabilities; or
2. College degree in an appropriate field (e.g., social work, behavioral sciences, education or another related field of study) may be substituted for experience or training.