

POSITION ANNOUNCEMENT
FAMILY CARE AND IRIS PROGRAM OMBUDSMAN

Job Type: Full Time

Full Time Equivalent: 1.0

Reports to: Family Care and IRIS Program Manager

Rate: \$45,000-\$50,000 (\$21.63-\$24.03/hour) DOE

Business Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Location: Anywhere in Wisconsin. If the employee lives within 45 miles of a DRW office, they will have the option to work fully in-office or under a hybrid work arrangement. If the employee lives more than 45 miles from a DRW office, they will work fully remotely. Must be a Wisconsin resident.

Application Instructions: Submit resume and cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration apply online at <http://www.disabilityrightswi.org/careers>

Application deadline: Noon on April 11, 2022. Position will remain open until filled.

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

What is DRW?

Disability Rights Wisconsin is a nonprofit law firm providing representation and services to enhance the lives of people with disabilities in Wisconsin. Our vision is that all persons with disabilities and their families shall be empowered to exercise and enjoy the full extent of their rights and to pursue the greatest possible quality of life. Our attorneys and advocates challenge systems and society to achieve positive changes in the lives of people with disabilities and their families.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability and gender-based violence, and more.

Job Summary

The Family Care and IRIS Ombudsman Program (FCIOP) provides a variety of assistance to Family Care, Partnership, and IRIS enrollees statewide. The Ombudsman works independently under the supervision of the Program Manager and Supervising Attorney(s). The Ombudsman collects case information, investigates complaints, and provides information, guidance, self-advocacy support, consultation, and referrals. The Ombudsman works collaboratively and via negotiation and mediation to resolve enrollee problems, and to provide assistance and/or direct representation with complaints, grievances, appeals and state fair hearings. Ombudsmen also provide outreach and training on FCIOP and rights and issues of adults in long-term care programs.

Key Responsibilities

1. Investigate client's concerns- 30%
 - Discuss concern with client/guardian
 - Analyze records/relevant documents
 - Work collaboratively with external entities
2. Provide guidance/negotiate - 50%
 - Information and referral
 - Support in online/telephone/in person meetings
 - Support informal resolution
 - Develop person-specific strategies and skills to empower client self-advocacy
3. Written support/representation - 20%
 - Utilize data tools to maintain accurate records of case progress
 - Technical assistance/representation at administrative hearings
 - Documentation for grievances and appeals

Qualifications

Required:

- Four years of paid or unpaid work in providing advocacy to vulnerable people may be considered in lieu of a formal advanced degree or bachelor's degree in an area related to the provision of advocacy services to people with disabilities.
- Direct paid or unpaid experience with people with disabilities.
- Individual case-handling, including investigation, negotiation, and mediation skills and case file maintenance. Ability to prioritize and multitask to manage time effectively and manage multiple cases simultaneously.
- Paid or unpaid experience providing advocacy on applicant's own behalf or someone else's behalf.
- Excellent listening, verbal, and professional written communication skills. Ability to communicate effectively to clients and internal and external entities.
- Demonstrated commitment to social justice issues.

- Proficiency in computer skills, including email, word processing and use of the internet.
- Ability to work independently, professionally and as part of a team.
- Ability to travel regionally and statewide.
- Experience/direct contact with persons of culturally diverse background.

Preferred:

- Knowledge of Family Care, Partnership, IRIS, and Medicaid or other similar state programs providing long term health care.
- Direct contact with persons from culturally diverse backgrounds.
- Experience providing outreach, training and/or technical assistance.
- General knowledge or ability to learn of resources that may be a concurrent or underlying issue to client’s long-term care eligibility. These may include community resources (housing, health care, transportation) medical terminology, powers of attorney and other expertise

Benefits

Disability Rights Wisconsin places a high value on the well-being of our staff. We offer the following benefits for permanent employees working at least 20 hours per week: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan with employer contribution, and flex spending plan. Paid time off includes generous holiday, vacation, personal and medical leave, as well as time for volunteering and voting.

A COVID-19 vaccine mandate is in place for all employees. A copy of the policy can be requested by emailing hr@drwi.org.

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.