

POSITION ANNOUNCEMENT
Managing Attorney, Protection and Advocacy Program

Job Type: Permanent Full Time (40 hours/week), Exempt

Reports to: Director of Legal and Advocacy Services

Rate: \$68,000 - \$78,000 (annually) DOE

Location: Madison or Milwaukee. Employees have the option of working full-time in office or under a hybrid work arrangement. 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 online at www.disabilityrightswi.org/careers

Application Deadline: July 6, 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 the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

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 Protection and Advocacy (P&A) Managing Attorney is responsible for oversight of DRW's core services under the Protection and Advocacy program, which funds its activities through eight federal and two state grants. The P&A consists of three issue-based teams (Communities and Institutions; Schools; Civil Rights), each headed by a supervising attorney, as well as a unit that conducts reviews of representative payees assigned by the Social Security Administration, and a unit focused on access to voting. The Managing Attorney provides oversight of all P&A-related grant requirements, with the exception of the voting access grant, and individual advocacy services; works with the individual grant coordinators and supervisors to ensure provision of effective, high quality advocacy services to clients; engages in a limited amount of litigation both individually and in collaboration with other DRW attorneys; provides supervision, direction and support to the P&A supervising attorneys; collaborates with other DRW program managers and the public policy coordinator to identify and address systemic issues; sets annual priorities; and helps seek and respond to outreach opportunities for the P&A.

Key Responsibilities

1. Legal Work – 25%

- Conduct litigation and individual casework as appropriate.
- Collaborate with Senior Litigating Attorney to support cases appropriate for litigation.
- Act as a consultant for Supervising Attorneys on legal issues that arise in individual casework and as emerging issues for people with disabilities.

2. Systems Work - 25%

- Act as "hub" of systemic work and organizer of group meetings with program managers to identify systemic issues and trends. Collaborate with program managers, public policy coordinator and Senior Litigating Attorney on cohesive strategies to address priority issues.
- Work with advocates and attorneys develop statements, reports, and comments on systemic issues or public policy initiatives.
- Work with Development & Communications position to coordinate P&A outreach opportunities and develop public input on priorities opportunities.
- Act as primary liaison with community partners of the P&A and maintain oversight of team members' external activities and relationships, ensuring adherence to DRW values, P&A principles, and professionalism.
- Develop and maintain expertise in significant P&A focus areas; assist individual advocates and attorneys to develop subject matter expertise; and encourage professional development in team members consistent with founding P&A values.

3. Management and Supervision - 40%

- Oversight of P&A grants, including designation of individual grant coordinators; determination and oversight of sustainable distribution of labor hours to keep grant spending within established limits; manage use of carryforward funds; ensure adherence to all aspects of grant compliance.
- PAIMI Grant Coordinator, responsible for application, reporting and communication with federal funder, as well as adherence to grant requirements for client eligibility and DRW activities. Is content and grant expert for PAIMI Advisory Council (PAC), including supporting the Chair and setting agendas and attending all meetings; achieving mandates; and orienting members. Development and Communications position staffs the PAC.
- Conduct annual P&A priorities planning and ensures ongoing adherence to priorities or approval of adjustments to priorities. Provide public posting of priorities, along with opportunities for public feedback.
- Ensure performance reviews are conducted by supervisors. Coach supervisors as needed; seek assistance from Director of Legal and Advocacy Services as appropriate.
- Consult with Supervising Team Attorneys regarding implementation of DRW's Individual Advocacy Procedures, including case progress, resolution, escalation, and closure.
- Provide direct supervision of Issue Team Supervising Attorneys and PARP Team Supervisor.
- Encourage professional development of team members and seek opportunities for professional development.
- Ensure P&A attorney and advocate adherence to legal ethics and DRW responsibilities.
- Lead weekly Group Case meetings.
- Collaborate with Intake Specialist team to ensure smooth transition to issue teams and decision-making on new service requests.
- Work closely with Managing Attorney of Victim Advocacy Program to ensure proper assignment and coordination of service requests and cases.

4. General DRW Management – 10%

- Work with other managers and leadership to make decisions that impact all employees or direct program employees. Participate in Direct Advocacy Managers meeting and Policy Working Team to problem solve organizational issues; improve internal processes and policies; and, depending on the topic, make decisions or recommendations.
- Keep team informed of organizational decisions and seek input or questions as issues arise.
- Support a positive, supportive culture within DRW, and maintaining expectations of team members of the same.

Qualifications

Required:

- Juris Doctorate and licensed to practice law in Wisconsin or eligible within 6 months of hire.
- 5 years' experience handling individual legal cases, including negotiation, mediation, and other forms of resolution.
- Expertise in issues impacting people with disabilities, especially a grounding in legal concerns.
- Experience and effective supervision of legal work and coaching skills for supervisees.
- Experience/direct contact with persons of culturally diverse background.
- Excellent legal writing skills.

Preferred:

- Ability to evaluate and interpret implications of public policy; produce well-written, concise analyses or responses; and make recommendations.
- Demonstrated ability to build positive relationships with internal and external partners.
- Experience with grant compliance, including applications, annual reports, and grant proposal writing.
- Experience managing groups of people.
- Experience with effective public speaking.
- Litigation and/or administrative hearing experience.

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.