

POSITION ANNOUNCEMENT ADVOCACY SPECIALIST - VICTIM ADVOCACY PROGRAM

Job Type: Permanent full time

Full Time Equivalent: 1.0 (40 hours/week)

Reports to: Managing Attorney

Rate: \$45,000 – 55,000 DOE

Location: Anywhere in Wisconsin. Hybrid remote work (partial at-home and in-office) or fully remote work arrangements are possible, depending on location in relationship to a DRW office.

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: October 10, 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 Victim Advocacy Program (VAP) of DRW works to ensure that survivors with disabilities receive the advocacy, legal representation, services, and support they desire to move forward, find justice, and obtain safety and stability in whatever form the survivor needs. A main goal of the VAP is to promote self-determination for survivors with disabilities.

The Advocacy Specialist is responsible for providing direct advocacy assistance to individuals with disabilities who have been victims of crime on a variety of disability-related and victim service issues. Other duties include administrative tasks related to case maintenance and reporting, information and referral, systems advocacy, and training.

Key Responsibilities

1. Advocacy (90%)

- Participate in intake, referral, case acceptance and quality assurance functions on the Victim Advocacy team. Collect client information in preparation for group case acceptance meetings or meetings with supervisor, participate in group case acceptance meetings, inform person requesting assistance of decision to accept or deny case, and make appropriate referrals.
- Extensive direct client contact providing advocacy or representation to individuals with disabilities statewide, including meeting with individuals personally at DRW offices, in client homes, and/or in community settings; this includes making some independent judgments about advocacy strategy in the field.
- Provide information, guidance, consultation, and technical assistance over the telephone to individuals who call for help on advocacy issues pertaining to people with disabilities who are survivors of crime.
- Maintain a caseload of individuals needing advocacy assistance including:
 - Giving information, advice and self-advocacy assistance in person or over the phone;
 - Accompanying clients to court proceedings to obtain restraining orders;
 - Assisting clients to navigate criminal justice systems, including reporting crime to law enforcement, discussing charges to be filed with prosecutors, and drafting victim impact statements to be read at sentencing;
 - Intervening or collaborating directly with law enforcement, service providers, government/school administrations and others as necessary.
- Participate in interdisciplinary teams as a representative of the Victim Advocacy Program.
- Consult and collaborate with other DRW advocates on individual cases and advocacy issues.

2. Administration (10%)

- Complete required intake and case recording forms and maintain accurate records of client interactions and case progress.
- Develop and maintain resource files on topics including legal rights of individuals, victim's rights, grievance procedures, and other advocacy resources, victim service and disability related organizations.
- Maintain client and project files both electronically and in paper files. Comply with DRW client data reporting requirements, compile and organize statistical data.
- As assigned, participate on internal DRW work groups or teams to develop appropriate advocacy strategies and programming for working on behalf of people with disabilities.

Qualifications**Minimum Qualifications**

- At least 6 months of paid or unpaid work providing advocacy and/or support to victim/survivors of crime.
- At least 6 months of paid or unpaid experience doing the following:
 - Interviewing people;
 - Identifying a problem and creating a plan to solve the problem; and
 - Negotiating or assisting someone in negotiating to achieve a solution to a problem.
- Experience/direct contact with persons of culturally diverse backgrounds.
- Excellent listening, verbal, and written communication skills.
- Basic computer skills including email, word processing, and use of the internet.
- Travel statewide required.

Preferred Qualifications

- Fluency or strong proficiency in American Sign Language, Hmong, or Spanish.
- Direct paid or unpaid experience with people with mental illness and other disabilities.
- Bachelor's Degree in a field relevant to providing advocacy and support to victim/survivors of crime or people with disabilities.
- Familiarity with state laws pertaining to victim rights, restraining orders, and divorce.
- Familiarity with the Wisconsin criminal legal system.
- Demonstrated commitment to social justice issues.

Benefits

Disability Rights Wisconsin offers the following benefits for full time employment: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan, and flex spending. Paid time off includes 8 paid holidays, 4 floating holidays, personal and sick time off, volunteer and voting time off.

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.