

**POSITION ANNOUNCEMENT**  
**Staff Attorney – Victim Advocacy Program**

**Job Type:** Permanent Full Time

**Full Time Equivalent:** 1.0 (40 Hours/week)

**Reports to:** Managing Attorney

**Rate:** \$55,000 - \$62,000 DOE

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

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**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: March 3, 2023.**

Position will remain open until filled. As May 2023 graduates are encouraged to apply, the start date will be flexible.

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

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## **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 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 Staff Attorney for the Victim Advocacy Program will: provide direct, comprehensive representation to victim/survivors of domestic violence, sexual assault, dating violence, and/or stalking with disabilities in relevant areas including family law and victim's rights; provide advice and counsel to clients, guardians, and family members; and participate in litigation, systems change initiatives, and outreach and training opportunities.

This is an entry level position for people with 0-3 years of experience. May 2023 graduates are encouraged to apply.

## Key Responsibilities

### 1. Legal (80%)

- Provide effective legal representation to survivors with disabilities in hearings, administrative appeals, and court proceedings on relevant issues such as Injunctions, family law, and victim's rights issues.
- Provide information and referral on cases that are not eligible for direct representation.
- Provide timely information, referrals, and legal advice to assigned clients.
- Adhere to good legal practice.
- Demonstrate ability to assess specific issues, identify relevant facts, conduct research, and provide advice to Advocacy Specialists regarding development of VAP cases.
- Develop content area expertise in disability and victimization.

### 2. VAP Program Responsibilities (10%)

- Prepare in a timely fashion all reports associated with VAP and DRW.
- Follow DRW policies, including but not limited to client communications, records maintenance and retention, and opening and closing cases.
- Participate in meetings, committees, work groups, hiring, and more in furtherance of DRW or VAP program goals.
- Develop and maintain resource files on topics including legal rights of individuals, grievance procedures, and other advocacy resources and disability related organizations.
- Other duties as may be necessary to achieve the objectives of the VAP.

### 3. Outreach (10%)

- Participate in outreach strategies, including efforts focused on specific culturally diverse groups and organizations.

## Qualifications

### Required:

- 0-3 years of experience in the practice of law. Law degree and licensed to practice law in Wisconsin or ability to become licensed within six months;
- Experience/direct contact with persons of culturally diverse backgrounds;
- Experience/direct contact with victim/survivors of crime;
- Excellent listening, verbal and written communication skills;
- Basic computer skills including email, word processing, and use of the internet;
- Statewide travel required.

### Preferred:

- Experience in providing advocacy and/or support to survivors of crime and/or people with disabilities or mental illness;
- Fluency or strong proficiency in American Sign Language, Hmong, or Spanish;
- Knowledge and skill in areas of law directly relevant to this project (victim's rights, family law, immigration) and people with disabilities or mental illness.

## 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](mailto:hr@drwi.org).

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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.