

**POSITION ANNOUNCEMENT**  
**Disability Benefit Specialist Program Attorney**

**Job Type:** Permanent

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

**Reports to:** Managing Attorney or Supervising Attorney, depending on location of the employee

**Rate:** \$59,000 - \$73,525\*

\* Compensation at DRW is based on a tiered calculation scale that incorporates prior relevant employment experience and candidate attributes such as social justice and disability advocacy work.

**Location:** Anywhere in Wisconsin. Hybrid option is available to this position. **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 [www.disabilityrightswi.org/careers](http://www.disabilityrightswi.org/careers).

**Application Deadline: February 5 at 5 p.m.** to guarantee consideration for the first round of interviews. 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.*

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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 marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender / gender identity, disability, and gender-based violence, and more. We strive to create a welcoming and inclusive environment at DRW.

## Job Summary

The Program Attorney for the Disability Benefit Specialist (DBS) Program has primary responsibility for providing technical assistance to DBSs located in Aging and Disability Resource Centers (ADRCs) on public benefits matters relevant to people with disabilities.

## Key Responsibilities

### 1. Provide technical assistance, caseload management, and caseload oversight to DBSs (55%)

- Provide timely and accurate information to DBSs regarding public benefits, including laws, regulations, and policies, case analysis, case consultations, and case strategy to ensure that DBS clients can obtain and maintain all public benefits to which they are entitled.
- Demonstrate ability to assess specific issues, identify relevant facts, conduct research, and provide guidance regarding case development for DBS cases.
- Maintain professional and appropriate relationships with DBSs, their supervisors, and ADRCs.
- Maintain knowledge of relevant benefit programs.
- As defined by contract with the Department of Health Services, provide orientation, caseload oversight, caseload management, and an annual file review for the DBSs in assigned counties.

### 2. Train DBSs (25%)

- Using effective teaching methods for adult learners, provide high quality orientation and on-going trainings to the DBSs on public benefits matters.
- Develop and maintain materials to be used by DBSs to perform their job duties.

### 3. Legal (10%)

- Effectively represent individual clients referred by the DBSs in hearings, administrative appeals, and court.

**4. Programmatic (10%)**

- Timely prepare reports associated with the DBS Program 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 DBS program goals.

**5. Other (<1%)**

- Other duties as may be necessary to achieve the objectives of the DBS program; and
- Some statewide travel required.

**Qualifications**

**Required:**

- Juris Doctorate and licensed to practice law in Wisconsin or ability to become licensed within six months.
- Excellent written and oral communication skills.
- Basic computer skills, including email, word processing, and use of the internet.
- Travel statewide required.
- Experience / direct contact with persons of culturally diverse background.

**Preferred:**

- Effective supervisory skills.
- Personal or professional experience working with persons with disabilities.
- Experience teaching or training both large and small groups or the ability to quickly learn effective adult teaching methods.
- Experience with or demonstrated ability to quickly learn complex benefit matters.

## Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
  - Dental, Vision Coverage
  - Additional life Insurance for employee and/or spouse and children
  - Critical Illness Insurance
  - Identity Theft
  - Pet Insurance

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Sick and Personal Leave
- Vacation Pay
- Anniversary Pay
- Comp Time for Salaried Employees
- Volunteer and Voting Time off
- Bereavement Leave

Additionally, Employee Assistance Program (EAP); Commuter Choice, and Sabbatical Leave.

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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.