



**Disability
Rights**
WISCONSIN

Position Announcement

Supervising Attorney, Victim Advocacy Program

Position Information

Full Time Equivalent: 40 Hours per week

Reports to: Director of Legal and Advocacy Services

Rate: \$74,000 - \$85,000 annually

Location: Disability Rights Wisconsin has offices in Milwaukee, Madison, and Green Bay. This position can be assigned to any of these office locations, depending on the applicant's residence. This position is not eligible for fully remote work. Disability Rights Wisconsin has a hybrid work policy.

How to Apply

Application Instructions: Submit resume **and** cover letter (preferred but not required), detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration, apply online at our Careers page:

www.disabilityrightswi.org/careers

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- info@drwi.org
- disabilityrightswi.org

Serving the state of Wisconsin with offices in Madison and Milwaukee

Application Deadline: Preferred consideration will be given to applicants who apply between November 20th and January 15th. Initial interviews will take place in the last part of January 2026. Position will remain open until filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed. Contact hr@drwi.org for more information.

About Disability Rights Wisconsin

Disability Rights Wisconsin is Wisconsin's Protection and Advocacy system. The agency is 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.

Disability Rights Wisconsin 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.

Our programs include:

- Protection & Advocacy for people with disabilities (addressing abuse/neglect, discrimination, and access to services).

Supervising Attorney Victim Advocacy Program

- Disability Benefits Specialist program (helping people access Social Security, Medicaid, Medicare, and private insurance).
- Family Care & IRIS Ombudsman program (supporting people to remain in community-based settings).
- Victim Advocacy services for crime victims with disabilities.
- Education rights, discrimination claims, institutional monitoring, and systemic reform.

About This Position

The Supervising Attorney for the Victim Advocacy Program will:

- provide direct, comprehensive representation to victims of crime with disabilities in relevant areas including family law and victim's rights.
- supervise Advocacy Specialists and Staff Attorneys in the Victim Advocacy Program (VAP).
- provide advice and counsel to clients, guardians, and family members.
- supervise the day-to-day operations of the program; compile and submit performance reports to funders.

This position requires statewide travel.

Key Responsibilities

1. Supervision – 50%

- Provide ongoing supervision to Advocacy Specialists and Staff Attorneys in VAP. Attend regular supervision meetings, review intakes and ongoing case work, written material, and training material.
- Ensure that all attorney and non-attorney advocacy is done in compliance with Wisconsin Supreme Court Rules, including Rules of Professional Conduct.
- Conduct regular Team meetings to review casework, address DRW administrative needs, and support Team building.
- Assist in employee professional development, including coaching and assessing productivity.
- Conduct annual evaluations of supervisees in consultation with the Managing Attorney.
- Conduct case file reviews in consultation with the Managing Attorney.

2. Victim Advocacy Program Responsibilities – 30%

- Prepare in a timely fashion all grant reports, both statistical and programmatic, associated with VAP grants.
- Work with VAP, Managing Attorney, and Director of Legal and Advocacy Services on creating Team priorities to meet grant and agency goals.

- 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.
- Assist in outreach events to promote the VAP.
- Assist in the development and updating of the VAP portion of the DRW webpage.
- Other duties as may be necessary to achieve the objectives of the VAP.

3. Legal – 20%

- Effectively represent individual clients who are survivors of crime with disabilities in hearings, administrative appeals, and court proceedings on relevant issues such as Injunctions, family law, and victims' rights issues, whose cases have been accepted pursuant to the DRW VAP case acceptance policies.
- Provide information and referral on cases that are not eligible for direct representation.
- Adhere to good legal practice.
- Demonstrate ability to assess specific issues, identify relevant facts, conduct research, and provide advice to Advocacy Specialists and Staff Attorneys regarding development of VAP cases.

Qualifications

Minimum Qualifications:

- 5+ years of experience working as an attorney.
- Law degree and licensed to practice law in Wisconsin, or the ability to become licensed within six months.
- Experience in supervising or assisting attorneys, law students, and/or non-attorney advocates.
- Litigation background in area(s) of law directly relevant to this project (family, immigration, restraining order, Title IX, and/or victim rights law).
- Excellent listening, verbal, and written communication skills.
- Basic computer skills, including email, word processing, and use of the internet.
- Statewide travel required.

Preferred Qualifications:

- 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.

Work Environment and Physical Demands

- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 27 to 40 or more hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
- **Operating motor vehicles:** 13 hours or less
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours

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 spouse and children

- Critical Illness Insurance
- Identity Theft
- Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid's Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are 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 following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: December 2025