



## Position Announcement

### Advocacy Specialist, Victim Advocacy Program

#### *Position Information*

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**Full Time Equivalent:** Full-time (40 Hours / week)

**Reports to:** Supervising Attorney

**Rate:** \$45,000 – 55,000 (annually), depending on Experience

**Location:** Anywhere in Wisconsin. If the employee lives within 45 miles of a Disability Rights Wisconsin office, they may work fully in-office or in a hybrid arrangement. Residency outside the 45-mile range qualifies for complete remote work. **Applicant must be a Wisconsin resident.**

**Job Hours:** Monday through Friday, 9:00 am – 5:00 pm

#### *How to Apply*

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**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](http://www.disabilityrightswi.org/careers)

**Application Deadline: February 3, 2026.** Position will remain open until filled.

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- [info@drwi.org](mailto:info@drwi.org)
- [disabilityrightswi.org](http://disabilityrightswi.org)

**Note:** You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

## *About Disability Rights Wisconsin*

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**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)
- 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*

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The Victim Advocacy Program (VAP) of Disability Rights Wisconsin works to ensure that survivors with disabilities receive the advocacy, legal representation, services, and support they need to move forward, find justice, and obtain safety and stability in whatever form they require. A primary goal of 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*

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### **1. Advocacy: 90%**

- Participate in intake, referral, case acceptance, and quality assurance functions on the Victim Advocacy team. Collect client information in preparation for team acceptance meetings or meetings with a supervisor, inform the person requesting assistance of the decision to accept or deny the case, and make appropriate referrals.
- Extensive direct client contact providing advocacy 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 about people with disabilities who are survivors of crime.

## Advocacy Specialist, Victim Advocacy Program

- 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, victims' 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 in internal DRW work groups or teams to develop appropriate advocacy strategies and programming for working on behalf of people with disabilities.

## *Qualifications*

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### **Required:**

- At least 6 months of paid or unpaid work providing advocacy and/or support to victims/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.
- Excellent listening, verbal, and written communication skills.
- Basic computer skills, including email, word processing, and use of the internet.
- Travel statewide required.

### **Preferred:**

- 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 victims/survivors of crime or people with disabilities.
- Familiarity with state laws about victim rights, restraining orders, and divorce.
- Familiarity with the Wisconsin criminal legal system.
- Demonstrated commitment to social justice issues.

## *Work Environment and Physical Demands*

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- **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
- **Communicating internally and externally, both verbally and in writing. Must be able to exchange accurate information:** 27 to 40 or more hours
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours

## *Travel*

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**Day travel will be** less than 1 to 2 days a month.

## *Benefits*

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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 the employee, 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 additional factors that determine eligibility.

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

[studentaid.gov/manage-loans/forgiveness-cancellation/public-service](https://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)*

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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 status, or disability status, following Title VII of the Civil Rights Act of 1964 and the Americans 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:** January 2026