



**Disability  
Rights**  
WISCONSIN

## Position Announcement

### Advocacy Specialist, Information and Referral

#### *Position Information*

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**Full Time Equivalent:** 40 hours / week

**Reports to:** Information and Referral (I&R) Advocacy Supervisor

**Rate:** \$51,000 – \$67,000 (annually), depending on Experience.

**Location:** Anywhere in Wisconsin. If the employee lives within 45 miles of a Disability Rights Wisconsin office (Madison and Milwaukee), 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, 8:30 a.m. – 5:00 p.m.

#### *How to Apply*

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**Application Instructions:** Submit a 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)

- 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 by **May 29th**.

**Note:** You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed. Contact [careers@drwi.org](mailto:careers@drwi.org) for more information.

## *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, access to services, education rights, institutional monitoring, and systemic reform.
- **Disability Benefits Specialist:** helping people access Social Security, Medicaid, Medicare, and private insurance.

- **Family Care & IRIS Ombudsman:** supporting people to remain in community-based settings.
- **Victim Advocacy:** advocacy and representation for crime victims with disabilities.

## *About This Position*

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This position is for our Information and Referral Advocacy Team. The Advocacy Specialist is responsible for providing information and referral as well as technical assistance to individuals with disabilities based on organizational priorities and funding. The advocate will collect case information, investigate complaints, and provide information, guidance, self-advocacy support, consultation, and referrals. Other duties include administrative tasks related to case maintenance and reporting, outreach, information and referral, resource compilation and organization, and possibly some systems advocacy and training.

## *Key Responsibilities*

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### **1. Advocacy (75%)**

- Participate in intake, referral, case acceptance and quality assurance functions.
  - 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.

## Advocacy Specialist, Information and Referral

- Provide information, guidance, consultation and technical assistance to individuals who call for help on employment and housing advocacy issues pertaining to people with disabilities.
- Maintain a caseload of individuals needing advocacy assistance, including:
  - Giving information, advice and self-advocacy assistance in person or over the phone.
  - Intervening directly with employers, landlords, service providers, government/school administrations and others on a limited basis as necessary.
  - Work with the team's attorney to provide effective legal-based advocacy when required.
  - Preparing written analyses of advocacy issues and documentation necessary to support clients during formal and informal proceedings, and meetings.
- Complete required intake and case recording forms and maintain accurate records of client interactions and case progress.
- Consult and collaborate with other DRW advocates on individual cases and advocacy issues.

### **2. Administration (10%)**

- Develop and maintain resource files on topics including legal rights of individuals, self-advocacy, legislative and bureaucratic remedies, grievance procedures, and other advocacy resources 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 client statistical data.
- Other duties as assigned.

### 3. Outreach and Training (15%)

- As assigned, provide training and technical assistance and advocacy strategies to a variety of groups and write and produce training materials, advocacy manuals, and informational documents on employment rights issues; this can involve developing a substantial knowledge base relative to employment discrimination, housing discrimination, reasonable accommodations, vocational rehabilitation services, and using it independently in the field.
- Perform outreach activities, with an emphasis of reaching culturally diverse groups and organizations, about DRW advocacy services.
- Maintain effective working relationships with individuals with disabilities, advocacy groups and service providers; represent DRW on task forces, coalitions, and committees concerned with issues relevant to DRW priorities and people with disabilities.
- May include as assigned, monitor legislative and governmental hearings and committees by attendance and upon occasion provide oral or written testimony.

## *Qualifications*

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### **Minimum Qualifications:**

- Bachelor's degree in an area related to the provision of advocacy services to people with disabilities; or equivalent experience of at least four years in paid or unpaid work in providing advocacy regarding employment or housing rights may be considered in lieu of a formal advanced degree.
- Paid or unpaid experience providing individual case advocacy.
- Demonstrated commitment to social justice issues.

- Effective listening, verbal and written communication skills.
- Effective computer skills include communicating via email, word processing, and spreadsheets, and use of Teams, SharePoint, HRIS system and Outlook.
- Demonstrated ability to collaborate with other agencies.

### Preferred Qualifications

- Direct paid or unpaid experience with people with disabilities.
- Working knowledge of state and federal laws effecting the employment of people with disabilities including reasonable accommodations.
- Experience with legal research or litigation support.
- Direct contact with persons from culturally diverse backgrounds.
- Familiarity with services system including laws and regulations in areas that impact the lives of people with disabilities, government benefits, victim rights, the Division of Vocational Rehabilitation, the Equal Employment Opportunity Commission, the Equal Rights Division, or HUD.
- Fluency or strong proficiency in American Sign Language, Hmong, or Spanish.

### *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
- **Sedentary work that primarily involves sitting and standing:**  
27 to 40 or more hours

## *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 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](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, 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:** May 2026