**DISABILITY RIGHTS FLORIDA**

**POSITION DESCRIPTION**

**ADVOCATE/INVESTIGATOR** **NON-EXEMPT**

Job Title FLSA Classification

# **LEGAL DIRECTOR or MANAGING ATTORNEY**

Immediate Supervisor

**JOB SUMMARY:**

Advocates share responsibility with other Disability Rights Florida program staff for providing information, technical assistance, outreach, and training. The advocate works under attorney supervision and depending on the team or grant works directly with the client to gather facts necessary to advocate effectively on the client’s behalf before service providers or state agencies. Advocates are expected to successfully resolve assigned issues using authorized strategies to include negotiation, outreach, education, training, information and referral or other appropriate activity on behalf of clients of Disability Rights Florida.

**DUTIES AND RESPONSIBILITIES:**

1. The primary responsibility of this position is to advocate for the enforcement of the civil rights of people with disabilities as provided by law and regulation.
2. Performs thorough and accurate research, analysis, documentation and case preparation.
3. Remains current on policy and regulations impacting individuals with disabilities.
4. Applies approved standards and criteria to determine program eligibility and reviews documentation at all stages of proceedings to insure federal compliance.
5. Protects confidential information as well as records and follows organizational policy regarding security.
6. Prepares and completes accurate and timely reports regarding cases, hours worked, travel and other administrative reports.
7. Participates in team meetings and in organizational events, collaborates on cross-team projects and works to enhance the visibility of the organization and further the rights of individuals with disabilities.
8. Carries out other such duties as may from time to time be required.

**ESSENTIAL FUNCTIONS:**

1. Responds to requests for information from clients or representatives and provides information, referral and technical assistance as provided by federal funders.
2. Represents the client’s interests in meetings, negotiations, mediations and administrative proceedings as authorized and under attorney supervision.
3. Develops case strategies based on client information, on-site investigations and thorough research.
4. Develops and conducts outreach, education and training for clients and their families, community groups, public policy makers, state agency staff and other stakeholders, as assigned.

**JOB REQUIREMENTS**

**Knowledge, Skills & Abilities:**

1. Education equivalent to a four-year undergraduate degree.
2. Advocacy experience in either social or human service, government, public interest, legal or health care environments required.
3. Ability to travel up to 40% of the time for out of town meetings, trainings or outreach activities.
4. Ability to conduct oneself professionally and effectively present information to clients, families, stakeholders and policymakers in a variety of settings.
5. Ability to communicate effectively, orally and in writing, with a wide variety of personalities including demonstrated knowledge of correct grammar, punctuation, spelling and sentence structure. Understands people-first language.
6. Ability to prioritize multiple tasks and adapt to changing priorities.
7. Ability to anticipate and analyze problems and develop effective solutions to achieve results.
8. Demonstrated commitment to a culturally diverse environment, working with and understanding differing individual and cultural values and life experiences.
9. Ability to provide quality service to individuals regardless of race, color, ethnicity, gender, disability, religion, sexual orientation, national origin, age, marital or familial status.
10. Ability to evaluate and implement policies and procedures.
11. General working knowledge of federal and state civil rights protections for individuals with disabilities.
12. Possess strong computer skills, to include MS Office products.
13. Possess research and analysis skills and the ability to present the analysis effectively.

**Physical & Other Job-related Requirements:**

1. In an office environment, incumbent works at a seated station for several hours each day to access the use of computers, phones and related information technology.
2. Some lifting and carrying of files up to 10 pounds required. Must be able to transport oneself to work-related meetings, centers and offices.

**SUPERVISORY RESPONSIBILITY:**

1. Not applicable

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REV. 4/18/18