

**POSITION ANNOUNCEMENT**  
**ADVOCACY SPECIALIST, COMMUNITY AND INSTITUTIONS TEAM**  
**MADISON OFFICE**  
**(Half-time)**

Disability Rights Wisconsin is the designated, federally funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a variety of individual and systems advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training.

**Summary:** The Advocacy Specialist is primarily responsible for providing individual advocacy assistance to DRW clients who are adults with people with mental illness in a variety of residential and community-based services settings. The successful candidate for this position will work on behalf of people with mental illness and other disabilities throughout Wisconsin on issues related to abuse and neglect, patients' rights violations, involuntary treatment, problems related to their disability in jails and prisons, adequacy and quality of array of services, discharge planning, access to integrated recovery-based community services; and will have a working knowledge of state and county the mental health services delivery system and long-term support programs, particularly for individuals living with mental illness.

**Specific job duties**

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1. Participate in intake, referral, case acceptance and quality assurance functions by collecting caller information in preparation for group case acceptance meetings; investigate problems and issues raised by callers to DRW; inform person requesting assistance of how DRW will respond to the request.
2. Provide information, guidance, self-advocacy support, consultation and referrals to individuals who call for assistance
3. Extensive direct client contact including meeting with individual clients at DRW offices, in their homes, and in institutional and other community settings throughout Wisconsin.
4. Provide individual advocacy assistance to individuals assigned to case load, including:
  - a. Give information, advice and self-advocacy assistance in person or over the phone;
  - b. Participate with clients in negotiation and mediation sessions with service providers; treatment teams, case managers, county or state government officials and others;
  - c. Assist clients in preparing and filing complaints, grievances and appeals;
  - d. Intervene directly with service providers, program officials and others as necessary;
  - f. Work with team's attorney to provide effect legal-based advocacy when required.

5. Conduct investigations into allegations of abuse, neglect, rights violations and certain reported deaths; provide appropriate follow-up advocacy, including drafting written public reports.
6. Prepare documentation for appeals, grievances and fair hearings; accompany and/or represent clients in forums where appeals and fair hearings are heard.
7. Team up with other DRW staff on systems advocacy activity regarding issues that affect people living with mental illness or other disabilities. This may include attendance and/or providing oral or written testimony at legislative and other hearings and committees or drafting of reports and analyses of priority issues.
8. Complete required (computerized and hard copy) intake and case recording forms, and maintain accurate records of client interactions and case progress.
9. As assigned, provide technical assistance and training on issues and advocacy strategies related to mental illness and other disabilities to groups statewide, including writing and producing training materials, advocacy manuals, and other documents pertaining to the programs or disability issues;
10. Performing outreach activities, with an emphasis on reaching culturally diverse groups and organizations, about DRW advocacy services;
11. Maintain effective working relationships with individuals living with mental illness and other disabilities, advocacy groups and service provider organizations throughout Wisconsin. This may include representing DRW on task forces, coalitions, committees, and in other proceedings that address DRW priorities.
12. Develop, organize and maintain resource files on assigned advocacy topics.
13. Participate in compiling data and case summaries for use in preparing reports to committees and funding sources;
14. Performing other duties as assigned;
15. Some regional and statewide travel is required.

### **Minimum Qualifications**

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1. 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 to vulnerable people may be considered in lieu of a formal advanced degree.

2. Direct paid or unpaid experience with people with mental illness.
3. Paid or unpaid experience providing individual case advocacy.
4. Demonstrated commitment to social justice issues.
5. Excellent listening, verbal and written communication skills.
6. Basic computer skills including email, word processing, and use of the internet.
7. Ability to travel statewide.

### **Preferred Qualifications**

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1. Working knowledge of state and county mental health programs, services and delivery system.
2. Medical or clinical knowledge sufficient to aid in critical review of client treatment and facility mental health records.
3. Knowledge of state and federal civil rights laws pertaining to people with disabilities.
4. Direct contact with persons from culturally diverse backgrounds.
5. Investigation, negotiation, and mediation skills.
6. Experience providing outreach, training and/or technical assistance.
7. Demonstrated ability to work independently and as part of a team and manage a high volume of tasks.

Salary for .50 FTE: \$12,000 - \$23,000 depending on experience. Excellent fringe benefits.

Submit resume and cover letter that address your qualifications as they relate to the minimum and preferred qualifications listed above by **April 9 at 4:30p.m.**, to: Disability Rights Wisconsin, 131 West Wilson St., Suite 700, Madison, WI 53703, via email to [info@drwi.org](mailto:info@drwi.org), or fax: (608) 257-0368

DRW is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and person with disabilities are strongly urged to apply.

# disability**rights** | WISCONSIN

Disability Rights Wisconsin (DRW) is an equal opportunity/affirmative action employer and has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional. However, we would appreciate your answers to the following:**

**Position for which you are applying:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Sex: Female:** \_\_\_\_\_ **Male:** \_\_\_\_\_

**Please check all of the following which apply to you:**

\_\_\_\_\_ **American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal association or community recognition.

\_\_\_\_\_ **Asian** -All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent. This area includes, for example, China, Japan, and Korea. Also persons from the Indian subcontinent, including persons with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.

\_\_\_\_\_ **Native Hawaiian or other Pacific Islander** - All persons having origins in any of the original peoples of the Pacific Islands. This includes persons from the Philippine Islands and Samoa.

\_\_\_\_\_ **African American/Black** - (Not of Hispanic Origin) All persons having origins in any of the black racial groups.

\_\_\_\_\_ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **White** - (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

\_\_\_\_\_ **Two or more races** – All persons having origins in more than one racial or cultural group. Please specify racial groups:

\_\_\_\_\_

\_\_\_\_\_ **Person with a disability** - An individual who has a physical or mental impairment that substantially limits a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

**Do you speak and/or read/write a language(s) other than English: No** \_\_\_\_\_ **Yes** \_\_\_\_\_

Language: Speak: \_\_\_\_\_ Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_  
Read/Write: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

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Read/Write: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

**Do you know sign language? No** \_\_\_\_\_ **Yes** \_\_\_\_\_  
Level of proficiency: Fair \_\_\_\_\_ Average \_\_\_\_\_ Proficient \_\_\_\_\_

How did you learn about this position?

\_\_\_\_\_ Newspaper (State name: \_\_\_\_\_)

\_\_\_\_\_ Journal/Magazine (State name: \_\_\_\_\_)

\_\_\_\_\_ Posted/Circulated job announcement

\_\_\_\_\_ On line job sites (State names: \_\_\_\_\_)

\_\_\_\_\_

\_\_\_\_\_ University/College Placement Office (State name: \_\_\_\_\_)

\_\_\_\_\_ Community-based organization (e.g. Urban League, United Migrant Opportunity Services, etc. (please specify: \_\_\_\_\_)

\_\_\_\_\_ Church

\_\_\_\_\_ Other (please specify \_\_\_\_\_)

**PLEASE SEND THIS FORM TO: Disability Rights Wisconsin, 131 West Wilson Street, Suite 700, Madison, WI 53703, email to [info@drwi.org](mailto:info@drwi.org), or FAX at 608-267-0368. THANK YOU.**