

**Disability Rights South Dakota
Job Description**

Title: Advocacy Representative
Department: Legal Affairs
Immediate Supervisor: Staff Attorney
FLSA Status: Non-Exempt Overtime Eligible
Schedule Hours: During Normal Business Hours

Purpose of Position:

The primary purpose of this position is to assist individuals with disabilities to access services and represent their interests when working with service providers. This position will also participate in working with the Bridging South Dakota grant and may be required to participate in monitoring and investigation projects.

*Advocacy Representatives will have responsibilities in multiple grant programs. This will be determined by the Executive Director.

Mission of Disability Rights South Dakota:

Disability Rights South Dakota is the non-profit legal services agency dedicated to protecting and advocating for rights and inclusion of South Dakotans with disabilities.

Position Essential Functions:

Percent of Time	Function Summary and Description
50-75%	Performs advocacy services by: <ul style="list-style-type: none"> • representing clients, • maintaining case load through providing case narratives, participating in quality assurance, working with staff attorneys, and other staff, • meeting with and providing information including referral services to clients or potential clients, • completing intake duties as needed • investigating complaints, grievances or allegations, • negotiating and mediating concerns, • monitoring and auditing service providers, • ensuring clients have information regarding rights, and • completing documentation, reporting and other information in the case management information system. • facility monitoring and investigation
10-30%	Performs administrative duties by: <ul style="list-style-type: none"> • drafting articles for newsletters, website or other publications, • serving as a technical resource by researching program needs and assisting other staff with advocacy activities, • entering data in the case management information system, • providing updates to various partners (internal and external to the agency), and • documenting effort of work toward appropriate program/priority.
10-15%	Performs training and outreach duties by:

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	<ul style="list-style-type: none"> • conducting training and outreach on program or project, • drafting articles for the SD Report, • participating in various disability related training, and • seeking out opportunities to educate on disability awareness.
5%	<p>Performing other duties:</p> <ul style="list-style-type: none"> • working on committees with staff as assigned in the advocacy and awareness of disabilities including working with internal staff and external agencies, • working on special projects and other duties as assigned, • attending meetings, and • performing all duties in accordance with confidentiality and safety guidelines.

Note: This listing of essential functions in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the organization to fulfill Disability Rights South Dakota mission. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Position Minimum Education and Experience:

Associate degree preferred with three to five years' experience or an equivalent combination of education and experience may be acceptable to the hiring authority. Experience working in a legal environment or having paralegal training preferred. Experience working with people with disabilities preferred. Experience with Microsoft Office products, computer support or other equivalent information system preferred. Experience working in a non-profit office environment is preferred.

Position Knowledge, Skills and Abilities:

Knowledge:

This position requires the incumbent to have knowledge of office practices and procedures, South Dakota services relevant to people with disabilities and computer support procedures and practices. This position will work with the Disability Advocacy Database.

Skills:

This position requires comprehension of technical material, communicating and exchanging information with multiple internal and external stakeholders, having organizational and time management skills, and utilizing various Microsoft programs and information system software applications and technology relating to Disability Rights South Dakota.

Abilities:

This position requires the coordination of several activities with or without direct supervision. Incumbents in this position will need to work with multiple stakeholders including general public, external partners, internal staff, consultants and executives, etc. Incumbents should be able to apply information and direction regarding laws, regulations, policies and procedures as directed by their supervising attorney, the incumbent must conduct, compile and evaluate research.

Position Certifications, Licenses and Other Requirements:

There are no other specific or special requirements for certifications or licenses for this position.

Typical Position Working and Environmental Conditions:

Duties May Require:

Working in a Stationary Position

Frequently (26-75%)

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Moving, Traversing	Occasionally (1-25%)
Positioning Self to Lift, Move, Transport, etc.	Occasionally (1-25%)
Ascending/Descending	Not Applicable
Operating a Computer, Office Machinery, etc.	Continuously (76-100%)
Lifting, Moving, Pushing/Pulling	Occasionally (1-25%) <20 LBS

Duties May Require Personnel to Work Around or With:

High Noise	Not Applicable
Moving Machinery	Not Applicable
Extreme Temperature	Not Applicable
Dust	Not Applicable
Fumes	Not Applicable
Motorized Equipment	Not Applicable

Last Reviewed: September 24, 2019