

DISABILITY RIGHTS SOUTH DAKOTA (DRSD)
Job Description

Job Title: Sexual Assault Disability Liaison
Department: Administrative
Reports To: Executive Director
FLSA Status: Non-Exempt

This individual will be responsible to carry out the duties of the Disability Liaison to the victim services programs throughout South Dakota. Work will be done in coordination with the component programs at Disability Rights South Dakota. Position location will be determined depending on successful candidate.

ESSENTIAL DUTIES:

- This position will be available to sexual assault victims/survivors with disabilities;
- Will professionally carry out case management;
- Assist in civil legal advocacy efforts (protection orders, accompanying to court hearings);
- Will be a resource to Domestic Violence Centers, Victim Services, First Responders in South Dakota and victims of sexual assault;
- Will assist in crises intervention;
- Be knowledgeable and able to assist in employment assistance;
- Assist in securing interpreters and translators;
- Long term Care – assist with connecting to services for daily needs
- Provide peer support connections;
- Work performance consistent with the South Dakota Rules of Professional Conduct;
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis;
- Use and continually develop leadership skills;
- All other duties as assigned

REQUIREMENTS:

- Proven working experience in project management
- Excellent verbal and written skills
- Ability to work in effectively with others
- Solid organization skills including attention to detail and multitasking
- Ability to apply common sense understanding to carry out duties and grant requirements

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility

EUCATION and/or EXPERIENCE:

Bachelor's Degree in appropriate field of study or equivalent work experience. Experience working with or on behalf of people with disabilities is preferred.

OTHER:

Some overnight travel, and possibly out-of-state travel, will be required.

Disability Rights South Dakota is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, sexual orientation, creed, national origin, marital status, or disability.

Position is open until filled. Starting salary \$41,000+ DOE along with excellent benefits.

Interested applicants please mail, fax or e-mail resume with cover letter to:

Sandy Hook, Executive Asst.
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