

Disability Rights Pennsylvania

Advocacy Specialist/Pittsburgh

Job Ad

POSITION PURPOSE AND OBJECTIVES: The Advocacy Specialist will perform individual and systemic advocacy services to persons with disabilities. This is a permanent full-time position reporting to the Deputy Director. The advocate will work out of the Pittsburgh office.

Physical/Mental Requirements:

- Uses personal computer approximately 6 – 7.5 hours per day.
- Spends approximately 1-2 hours per day in meetings.
- Sits approximately 4-6 hours per day.
- Requires working under a moderate degree of stress (time constraints; deadlines; multi-tasking high-level projects and issues; complex issues; and conflict resolution).
- Some travel may be required, generally within Pennsylvania, (10%).

Essential Functions:

- Direct client contact, including interviewing, intake and providing information and referral and advice.
- Provide individual case and systemic advocacy, as assigned.
- Travel, including meeting with clients and attending meetings.
- Enter and maintain individual cases and projects in DAD, including detailed notes of issues, progress, and outcomes.
- Conduct investigation and monitoring, as assigned.
- Participate as a member of advocacy and litigation teams.
- Write program and monitoring reports.
- Represent DRP in community, county, and state level meetings.

- Conduct outreach, presentations and training.
- Participate in internal meetings and training.
- Computer skills, including, but not limited to, internet research and the use of Microsoft Office and SharePoint.
- Other duties as assigned by the Deputy Director/CEO.

Required Qualifications:

- Bachelor's degree or equivalent experience.
- Minimum of five years of experience with a disability organization.
- The ability to take direction and independently follow through on all instructions.
- Demonstrated knowledge of complex state and federal rights protection statutes, laws, and regulations.
- High level of commitment to service excellence, plus high degrees of integrity, ethics, and judgment are a must.

Salary Range:

\$19.00 – \$23.00/hour contingent on knowledge and experience. Generous benefits package including health, dental, life and disability insurance, 401k benefits, sick and vacation time, holiday pay. 37.5-hour work week.

Please send resume, cover letter and a writing sample to smoore@disabilityrightspa.org, fax to 717-236-0192 or mail to Director of Human Resources, DRP, 301 Chestnut Street, Harrisburg PA 17101.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to

modify, or rescind, this position description at any time, with or without prior notice.