



Justice. Community. Inclusion.

Disability Rights Connecticut

"Connecticut's protection and advocacy system"

846 Wethersfield Avenue
Hartford, CT 06114

Job Description - Advocate

Disability Rights Connecticut is seeking an Advocate to join its growing organization that is dedicated to identifying and eliminating the barriers that people with disabilities face in exercising their civil, legal and human rights. The Advocate's responsibilities will be concentrated in providing high quality advocacy for people with a variety of disabilities as DRCT works toward an improved quality of life for individuals with disabilities, their families and our community as a whole.

AGENCY DESCRIPTION

Disability Rights Connecticut, Inc. ("DRCT") is an independent, nonprofit organization established as the successor protection and advocacy system to Connecticut's Office of Protection and Advocacy for Persons with Disabilities, which was abolished by Connecticut law on June 30, 2017. DRCT's mission is to advocate, educate, investigate and pursue legal, administrative, and other appropriate remedies to advance and protect the civil rights of individuals with disabilities to participate equally and fully in all facets of community life in Connecticut. We are a statewide organization funded primarily by federal grants.

JOB DESCRIPTION

The Advocate:

- responds to requests for information,
- screens for eligibility,
- opens short-term cases,
- gives technical assistance,
- provides longer term individual and systemic advocacy, and
- conducts training and outreach.

The Advocate will be working directly with individuals with disabilities including those with cognitive, mental health, sensory and physical disabilities. Advocates typically attend meetings or official proceedings with the client, review records, write correspondences, and make phone calls. S/he may make presentations to the public on behalf of DRCT and attend professional trainings/continuing education opportunities. Travel throughout the State for client work as well as staff development is required. He/she will work under the direct supervision of the Lead Advocate. Other job duties may be required as needed.

MINIMUM QUALIFICATIONS

- At least two years of experience working with people with disabilities or personal experience.
- Bachelor's degree or 4 additional years of demonstrated experience advocating for people with disabilities.
- Strong and effective writing and verbal communication skills.
- Strong organizational skills.
- Experience in public speaking and developing effective presentations.
- Interpersonal, relationship-building and collaboration skills to be able to work well with others inside and outside DRCT.
- Ability to analyze complex problems, develop creative solutions and communicate both effectively.
- Ability to conceptualize and develop initial and ongoing case strategies.
- Ability to maintain thorough and complete records.
- Ability to work independently with appropriate supervision.
- Competency in computer, keyboarding and database skills.

Other desirable qualifications for this position include:

- Bilingual in Spanish and/or ASL.
- Experience with or sensitivity to individuals from various racial, ethnic or language-distinct communities.
- Knowledge of laws, rights and services as they pertain to individuals with disabilities.

DISCLAIMER

This position description serves 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.

APPLICATION PROCESS

Applications must include: (a) a letter expressing your interest in the position, how you meet the qualifications, and why you would be a good candidate; (b) Current resume; (3) Names and contact information of three references.

Materials should be submitted in Microsoft Word or PDF format and emailed by September 13, 2019 to Mary Jane Keane: maryjane.keane@disrightsct.org.

DRCT is a fair employment practices/equal opportunity/disability accessible employer committed to maintaining a diverse workplace. Qualified candidates from diverse personal, cultural, and ethnic backgrounds are encouraged to apply.

Job Type: Full-time