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POSITION: Staff Advocate (Special Education) - Short-Term Assistance Team (STAT)

REPORTS TO: Intake Attorney

DATE OPEN: January 19, 2021 (Open until filled)

POSITION PURPOSE AND OBJECTIVES: The Staff Advocate will provide information and referral, intake of new cases in priority areas, and provide technical assistance and short-term advocacy service to callers. The main focus of this position is to provide up-to-date, accurate information and referral and advocacy assistance to callers with special education issues. The Staff Advocate will gather accurate and appropriate information in order to assess cases for representation.

RESPONSIBILITIES:

1. Respond to callers, online requests, and/or in-person visitors requesting services or information in advocacy areas in a timely manner.
2. In conjunction with ACDL's Special Education priorities and goals, policies and procedures, interview individuals seeking assistance; obtain all relevant information regarding the problem for which the individual seeks assistance, services, and remedies; determine the individual's eligibility and provide information and referral or short-term assistance, if appropriate; and obtain information necessary for ACDL's data management system in conjunction with federal reporting requirements.
3. At the direction of their Supervisor, provide further advocacy services, including, but not limited to, written or oral rights information, and draft informational letters.
4. Attend meetings/trainings with their Supervisor and other Advocates to ensure consistency and quality of information and data management, and identify

resource materials and training needed to provide quality assistance to individuals seeking ACDL's assistance.

5. Assist in gathering information for the annual reports required by funding agencies.
6. Complete all administrative requirements and necessary documentation required by the ACDL within required timeframes.
7. Provide education and outreach to the community as needed.
8. Perform advocacy services including case work as backup, as assigned.

OTHER:

These requirements are not the exclusive standards of the position. The Staff Advocate will also follow any other instructions and perform other duties related to the mission of ACDL that may be required.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in social service, law-related discipline or equivalent.
- Commitment, interest, and work experience in civil rights, disability rights, and/or public interest field;
- Ability to communicate effectively, both orally and in writing;
- Knowledge of the special education laws and/or other relevant disability laws, regulations, and agencies.
- Demonstrated ability to organize and prioritize complex tasks;
- Demonstrated ability to work independently and as a member of a team;
- Demonstrated proficiency using Word, Excel, Outlook, and databases;
- Experience with or demonstrated ability to master remote work applications and technologies;

- Effective interpersonal communication skills, including the ability to mediate, negotiate, and manage both groups and individuals;
- Demonstrated skills to effectively deal with confrontational situations and stressful interactions.

PREFERRED SKILLS:

- Experience working with diverse populations, including individuals with disabilities;
- Experience with the special education system, particularly in Arizona, as a student, parent, family member, provider, or advocate;
- Bilingual (English/Spanish) individual preferred.

WORKING CONDITIONS:

The Staff Advocate usually performs work in an office environment, but the mission of ACDL and employment duties may sometimes require Staff Advocate to work in non-standard workplaces.

The Staff Advocate will be expected to occasionally travel within and outside the state, as necessary. The Staff Advocate will be expected to occasionally work during evenings or weekends, as necessary.

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.

ACDL values diversity in the workplace. ACDL is an equal opportunity employer and values diversity, equity, and inclusion. Person with disabilities are encouraged to apply. If you need a reasonable accommodation during the application process, please contact Timi Dedrick at tdedrick@azdisabilitylaw.org

Salary commensurate with experience and based on ACDL's salary scale. Benefits include paid vacation, medical and dental insurance, 401(k) plan, life and long-term disability insurance, and paid holidays.

Send resume and cover letter to: J.J. Rico, Chief Executive Officer, Arizona Center for Disability Law, 177 N. Church Ave, Suite 800, Tucson, AZ 85701, center@azdisabilitylaw.org.