

COMMUNITY LEGAL AID SOCIETY, INC.
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JOB ANNOUNCEMENT

DLP Investigator/Monitor & Patient Advocate
Advocate/Paralegal Scale Position

POSITION TITLE: DLP Investigator/Monitor & Patient Advocate- Regular Full Time Employee (35 hours/week)

LOCATION: Statewide, Delaware

REPORTS TO: DLP Managing Attorney; Project Director

SALARY: Depending on experience; excellent benefits.

POSTING DATE: November 9, 2022

DEADLINE Until filled

The Disabilities Law Program (DLP) provides free legal representation to children and adults with physical and mental disabilities to protect them from abuse and neglect and to advocate for their legal rights in the community (e.g., civil rights, educational services, medical services, housing, government benefits, treatment in the least restrictive environment). The DLP serves as Delaware's Protection and Advocacy System for People with Disabilities ("P&A"). For more information about what a P&A is, see: <https://youtu.be/m3vYxSe3s4M>. Under the supervision of program attorneys, the advocate will assist clients with disabilities, will conduct investigations and monitoring of facilities that provide services to individuals with disabilities, and conduct reviews of representative payees.

The ideal candidate for this position is passionate about the rights of people with disabilities, detail oriented, and possesses strong interpersonal skills. The applicant for this position must be able to interact effectively with and be sensitive to the needs of individuals with physical and mental disabilities and their families.

DUTIES:

1. Interview clients, determine eligibility for services, conduct factual investigations and preliminary merit assessments and manage and organize applicant and client information using forms and computerized data system.
2. Provide information, referrals, and short-term assistance to clients, their family members, advocates, and others.
3. Under the supervision of an attorney, represent clients in meetings and administrative hearings when appropriate.
4. Conduct monitoring visits statewide at inpatient psychiatric facilities, nursing homes, correctional facilities and other facilities providing treatment or services to people with disabilities throughout Delaware to assess conditions and prevent, detect and address instances of civil rights violations, abuse or neglect.
5. Investigate alleged abuse or neglect through activities including, but not limited to, requesting, collecting, reviewing and analyzing records and other evidence; interviewing

witnesses, victims and other relevant persons; inspecting facilities; and visiting people's homes.

6. Investigate individuals or organizations handling Social Security benefits on behalf of a beneficiary, to ensure accurate and appropriate recordkeeping, and to prevent, detect and address instances of financial misuse, financial exploitation, abuse or other health/safety concerns
7. Draft correspondence, written reports or memoranda summarizing monitoring visits and investigation findings, and other documents under the supervision of an attorney.
8. Conduct community education presentations and trainings, and promote self-advocacy for people with disabilities.
9. Establish and maintain effective working relationships with advocates, service providers, and consumer groups and participate in statewide and local community groups and councils.
10. Submit timely timekeeping and other reports.
11. Travel as directed to see clients, participate in work-related activities, and attend appropriate substantive and skill trainings.
12. Other duties as assigned.

Qualifications:

1. College degree (B.A. / B.S.) strongly preferred.
2. Paralegal or other advocacy experience preferred.
3. Ability to communicate effectively orally and in writing required.
4. Sensitivity to and demonstrated experience with the special problems of CLASI clients.
5. Experience and knowledge of Delaware's behavioral health/public mental health system preferred.
6. Ability and willingness to make effective public presentations.
7. Ability to organize and maintain detailed information.
8. Strong attention to detail and adherence to timelines.
9. Ability to communicate complex concepts clearly and effectively both orally and in writing.
10. Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, working well under pressure and maintaining confidentiality.
11. Spanish or Creole language fluency, both written and oral, a plus.
12. American Sign Language capability a plus.
13. Ability to travel independently and work evenings and weekends as needed for out-of-office training sessions, agency-related meetings, and community education presentations.
14. Ability to travel to and attend overnight conferences throughout the United States.
15. Ability to apply modern technology to the performance of legal work and tasks.
16. Flexibility, including willingness to work in any of CLASI's areas of practice as needed.
17. Must complete COVID-19 primary vaccination series, booster, and bivalent booster
18. Successful completion of government clearance by the United States Government Office of Personnel Management is required for this position. Clearance must be

completed/obtained within the first 3 months of hire and other background checks as may be required by funders.

CLASI strongly encourages interested candidates with diverse backgrounds to apply, including people of color, women, people who are LGBTQ+, veterans, people with disabilities, and persons from other underrepresented groups. CLASI is an equal opportunity employer and committed to building a culturally diverse and inclusive workplace. Candidates are encouraged to share with us how they will add to our diversity.

APPLICATION: Provide letter of interest and résumé to Laura Waterland, at lwaterland@declasi.org

AN EQUAL OPPORTUNITY EMPLOYER