

# **Job Vacancy**

## **Advocate/Investigator- CHS Team**

Disability Rights Florida is seeking an Advocate Investigator to join the Community Healthcare Services Team.

**Bilingual/Multilingual candidates preferred.**

This will be a full-time position and can be located in any of our four offices: Tallahassee, Gainesville, Tampa or Fort Lauderdale.

**Advocate/Investigators share responsibility with other Disability Rights Florida program staff for providing information, technical assistance, outreach, and training. Advocate/Investigators are expected to successfully resolve assigned issues using authorized strategies to include negotiation, education, information and referral or other appropriate activity on behalf of clients of Disability Rights Florida. The primary responsibility of the Advocate/Investigator is to support the organization's efforts to advocate for the enforcement of the civil rights of people with disabilities as provided by law and regulation. Advocate/Investigators work under attorney supervision and, depending on the team or grant, work directly with the client to gather facts necessary to advocate effectively on the client's behalf before service providers or state agencies.**

### **Essential Functions**

- Visits clients to gather additional case information or to provide appropriate follow-up at facilities that include but are not limited to inpatient mental health facilities; community-based institutional settings such as assisted living facilities, nursing homes, or group homes; and correctional facilities such as jails and prisons.
- Gathers information from individuals who reside in facilities in order to determine eligibility for services.
- Identifies and develops appropriate resources and referrals for individuals with disabilities.
- Responds to requests for information from clients or representatives and provides information, referral and technical assistance as provided by federal funders.
- Represents the client's interests in meetings, negotiations, mediations and administrative proceedings as authorized and under attorney supervision.
- Develops and conducts outreach, education and training for clients and their families, community groups, public policy makers, state agency staff and other stakeholders, as assigned.
- Provides direct services to clients, maintains electronic case management notes, and collects and organizes case-related documents.

- Collaborates with an interdisciplinary team.

## **Qualifications**

- Education or experience equivalent to a four-year undergraduate degree required.
- **Government clearance by the United States Government Office of Personal Management is required for the position. Applicants not having received clearance will be considered, however continued employment depends on obtaining clearance.**
- Training, education, and/or experience working with individuals with mental illness and/or intellectual/developmental disabilities is required
- Advocacy experience in either social or human service, government, public interest, legal, or health care environments required.
- Must possess strong computer skills; prior experience with documenting and maintaining information in electronic case files preferred.
- Ability to maintain confidentiality and to deal effectively with and negotiate through confrontational situations and possible stressful interactions.
- Ability to manage individual workloads so that services are delivered timely and appropriately.

## **Physical & Other Job-related Requirements**

- In an office-like environment, incumbent works at a seated station for several hours each day to access the use of computers, phones and related information technology.
- Some lifting and carrying of files up to 10 pounds required.
- Ability to travel up to 20% of the time for case work, out-of-town meetings, trainings or outreach activities required.
- Must maintain valid state-issued photo identification for access to institutions and facilities.

## **To Apply:**

Please submit a Disability Rights Florida application, current resume, and a writing sample

- by email: [job129@disabilityrightsflorida.org](mailto:job129@disabilityrightsflorida.org)
- by mail: Cynthia Ryan-Harris, Disability Rights Florida, 2473 Care Dr. Suite 200, Tallahassee, FL 32308
- or by fax: 850-558-1821

**VISIT:** [https://disabilityrightsflorida.org/about/career\\_opportunities](https://disabilityrightsflorida.org/about/career_opportunities)

**Application deadline is February 16, 2024.**

DFWP/EEO

Our organization values diversity and inclusion. We encourage individuals with disabilities and from other diverse backgrounds to apply.