

# DISABILITY RIGHTS IDAHO



Protection & Advocacy for Individuals with Disabilities

## Disability Rights Idaho (DRI)

### Job Description

#### **Job Title: Legal Director**

**Mission:** Educate, advocate, investigate, and litigate to protect and advance the rights of Idahoans with disabilities.

**Vision:** An Idaho where people are empowered, voices are heard, equity is achieved, and differences are celebrated.

**Core Values and Associated Behaviors:** DRI respectfully promotes the human and civil rights of individuals with disabilities. In doing so, DRI staff are expected to incorporate DRI's core values of integrity, quality, dignity of risk, teamwork, and inclusivity through the following associated behaviors:

#### Integrity

- We are accountable for our actions, accountable to clients & each other.
- We are bound by the Idaho Rules of Professional Conduct & Rules of Civility.
- We are honest, truthful & transparent in our interactions.
- We comply with all confidentiality provisions in our grants & ethics rules.
- We are respectful in our interactions & act with humility.

#### Quality

- We act professionally & respectfully in our internal teams, with clients & with partners.
- We provide quality services for our clients. We are relentless in our pursuit of results.

- We are responsible for interactions inside the agency & in the community.
- We do the research & have expert knowledge of laws & issues that impact our clients.
- We are responsible for our work product.

#### Dignity of Risk

- We ask clients for what outcomes they want.
- We provide client choice/self-determination.
- We apply a client-driven approach to all advocacy services.
- We ask clients for their most preferred terms & language, & we use those terms & language in our notes & interactions.
- We assist persons with disabilities to access programs that they qualify for, allow them maximum independence & integration into their community of choice.

#### Teamwork

- We understand how our work fits the overall agency & team goals.
- We offer to help before being asked (pitch in).
- We humbly ask for help when we need it.
- We give 100% effort.
- We show up & do what we say we are going to do.
- We treat our coworkers with respect & honor each other's individuality.
- We have a positive outlook.

#### Inclusivity

- We value diversity – honoring people's history & experiences.
- We seek to eliminate cultural & linguistic biases.
- We are respectful of & acknowledge past trauma.
- We recognize intersectionality of disability, i.e., race, gender identity, culture, age, sexual identity, sexual orientation & socio-economic status.
- We are compassionate, empathetic & non-judgmental when working with or on behalf of people with disabilities.

**Job Summary:** DRI operates with an Adult Unit and Youth Unit. A Legal Director will oversee each unit with the Legal Directors working in collaboration with one another to achieve the overall agency mission. Together, the Legal Directors provide leadership to help DRI achieve its

overall vision of a society in which persons with disabilities have equality of opportunity, full participation, and the ability to exercise meaningful choice. Each Legal Director is responsible for the quality and delivery of DRI's legal services within their respective unit. The Legal Director leads, supervises, and supports attorneys and non-attorney advocates who provide direct client representation and serves as lead counsel or co-counsel in major litigation including class action lawsuits. The Legal Director ensures attorneys and non-attorney advocates have and maintain the necessary knowledge and competence to advise and represent clients with disabilities. The Legal Director also develops, maintains, and disseminates legal information (e.g., cases, statutes, and regulations) to ensure staff knowledge and competence. The Legal Director is a member of the Leadership team.

**Position Reports to:** Executive Director

**Employment Status:** Full-time Exempt

**Salary Range:** \$101,804.28 – 131,195

**Principal Duties and Responsibilities:**

1. Oversee all DRI legal services of their respective unit to ensure compliance with Idaho Rules of Professional Conduct and grant requirements.
2. Directly supervise Attorneys and the legal advocacy work of all DRI Attorneys and Non-Attorney Advocates, including conducting evaluations, necessary disciplinary actions, or termination.
3. Ensure the professional development of all Attorneys and Non-Attorney Advocates, including but not limited to the new employee onboarding process, internal agency trainings, and external training opportunities. This may include travel to various facilities to conduct monitors or to attend court or administrative hearings.
4. Recruit and hire candidates for available Non-Attorney Advocate and Attorney positions in the unit.
5. Manage case selection and oversee the intake review process.
6. Oversee the planning and organization of legal advocacy services and participate in the development and monitoring of the agency budget, organizational policies and operations as a member of the Leadership Team with the Executive Director.
7. Responsible for staying current on relevant statutes, regulations, and case law developments affecting clients and service delivery systems for individuals with disabilities in Idaho.

8. Provide consultation, technical assistance, and training to client groups, families, and other appropriate groups or individuals.
9. Provide direct representation for clients, as necessary.
10. Coordinate and supervise the analysis of, and response to, proposed rules, regulations, and legislation affecting the DRI client community, through public testimony, reports, position papers, etc.
11. Work collaboratively with the Executive Director and DRI staff in the development of annual goals and objectives for all grant programs and completion of annual program performance reports.
12. Provide timely reports to the DRI Executive Director, Board of Directors, and PAIMI Advisory Council about DRI's legal advocacy work and attend Board and Council meetings as directed by the Executive Director.
13. The Legal Director is expected to interact broadly both inside and outside of the organization and develop and maintain key external relationships with various individuals and entities including:
  - a. Court personnel,
  - b. local and national attorneys;
  - c. Clients, client organizations, and DRI constituents;
  - d. Federal, state, and local agencies;
  - e. Community partners;
  - f. National and local legal support organizations;
  - g. Law school clinical programs;
  - h. Other non-profit, public service legal organizations; and
14. Conduct presentations and participate in outreach events throughout the state designed to educate individuals to services offered by Disability Rights Idaho and/or rights of individuals with disabilities;
15. Additional responsibilities as requested by the Executive Director.

**Minimum Qualifications:**

**Required Knowledge, Skill, and Abilities:**

- Law degree from an accredited law school;
- Licensed to practice law in Idaho or have the ability to obtain licensure within six (6) months of hire;
- Minimum ten (10) years' experience as licensed attorney that includes litigation, negotiation, investigative, and administrative proceedings experience.

- Excellent supervisory skills, including ability to mentor attorneys and advocates;
- Experience working with and representing individuals with disabilities including demonstrated ability to listen to, and understand the lives and needs of individuals with disabilities;
- Thorough knowledge of Idaho or comparable state and federal law affecting persons with disabilities;
- Broad knowledge of disability law and service delivery system; ;
- Exemplary leadership skills;
- Strong interpersonal skills;
- Sensitivity to community and political concerns as well as public and media relations skills;
- Excellent legal writing and editing skills, including the ability to use plain language;
- Excellent speaking and negotiating skills;
- Ability to analyze legal and systemic issues and employ associated communications, legal, and legislative strategies to address those issues;
- Demonstrated ability to work effectively with and in diverse populations, which include race, nationality, gender, sexuality, disability, and other identities;
- Ability to work effectively and cooperatively within a team framework;
- Demonstrated proficiency in using computers/computer applications for word processing, data collection, and communications;
- Ability to complete a Social Security Administration Tier 2 Suitability Determination;
- Must have reliable transportation, valid driver's license, and ability to travel; and
- Ability to abide by DRI's Core Values.

**Required Cognitive Attributes:**

- Comprehension – understanding direction and ability to carry out tasks as assigned or requested.
- Organization – ability to gather and classify information, including very detailed information.
- Resilience – adaptability to changes in workload, environment, competing priorities, and client interactions.

- Communication/public relation skills – ability to advocate on behalf of a client with third parties/adverse parties in a civil, professional manner; ability to educate, communicate, and inform clients and members of the public regarding issues related to disability in a civil, professional, and tactful manner.

**Required Physical Attributes:**

- Must be able to work at a computer the majority of the time.
- Must be able to move inside or outside the office space to meet with clients, perform monitoring or investigation duties, or to perform outreach and trainings approximately the majority of the time.
- Position operates a computer and other office equipment to correspond with co-workers, supervisors, clients, and third/adverse parties the majority of the time.
- The person in this position must be able to detect, read, or observe written information approximately the majority of the time.
- The person in this position must be able to discern or hear verbal communication from others approximately a majority of the time.
- The person in this position must be able to communicate with co-workers, supervisors, clients, and third/adverse parties, in writing and verbally, the majority of the time.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**Desired Qualifications (i.e. preferred, not required):**

Desired Knowledge Skills, and Abilities (for job posting):

- Life experience with disability.
- Experience in legal services, non-profit, or the public interest environment.
- Ability to speak Spanish, American Sign Language (ASL), or other languages.

# DISABILITY RIGHTS

IDAHO

Protection & Advocacy for Individuals with Disabilities



Disability Rights Idaho (DRI) is a values-based non-profit that provides free legal services to Idahoans with disabilities. DRI's mission is to educate, advocate, investigate, and litigate to protect and advance the rights of Idahoans with disabilities. Our vision is to see people empowered, voices heard, equity achieved, and differences celebrated. We hold the values of integrity, quality, dignity of risk, teamwork, and inclusivity.

We are looking for a full-time (32 hours a week) Legal Director to oversee our team (two attorneys and two non-attorney advocates) that provides legal services to adults with disabilities. The Legal Director will work in collaboration with the Legal Director of the Youth Unit to achieve the overall agency mission. Together, the Legal Directors provide leadership to help DRI achieve its overall vision of a society in which persons with disabilities have equality of opportunity, full participation, and the ability to exercise meaningful choice. Each Legal Director is responsible for the quality and delivery of DRI's legal services within their respective unit. The Legal Director leads, supervises, and supports attorneys and non-attorney advocates who provide direct client representation and serves as lead counsel or co-counsel in major litigation including class action lawsuits. The Legal Director ensures attorneys and non-attorney advocates have and maintain the necessary knowledge and competence to advise and represent clients with disabilities. The Legal Director also develops, maintains, and disseminates legal information (e.g., cases, statutes, and regulations) to ensure staff knowledge and competence. The Legal Director is a member of the Leadership team and reports directly to the Executive Director. This position may be in-person, remote, or hybrid.

Our new Legal Director must have a law degree from an accredited law school and be licensed to practice law in Idaho or have the ability to obtain licensure within six (6) months of hire. We are looking for someone with a minimum of ten (10) years' experience as a licensed attorney that includes litigation, negotiation, investigative, and/or administrative proceedings experience. The successful candidate must also have excellent supervisory

skills, including the ability to mentor attorneys and non-attorney advocates. Further, experience working with and representing individuals with disabilities including demonstrated ability to listen to, and understand the lives and needs of individuals with disabilities is required.

We are an exciting values-based teamwork organization dedicated to meeting our mission, vision and values. We have a full-time thirty-two (32) hour work week Monday through Thursday. Travel in and out of the state is required as is the ability to pass a tier 2 social security administration security clearance. We offer a very generous benefit package that includes health insurance at no cost to the employee and minimal cost for family members. Vision, dental and mental health benefits. Retirement, Life insurance, short-term and long-term disability policy as well as paid time off and in addition to all federal holidays. The salary range is \$101,804.28 – 131,195 (annually) dependent upon experience. Disability Rights Idaho is an Equal Opportunity Employer and dedicated to a diverse workforce. Individuals with disabilities and those from minority or other traditionally underserved backgrounds are encouraged to apply. EEO/AA/D/V.

Please email a cover letter; resume, three (3) references, and a writing sample from your professional work to [amy@disabilityrightsidaho.org](mailto:amy@disabilityrightsidaho.org). The cover letter must indicate as follows: why you would like to work for DRI, your personal and professional interest in advocating for adults with disabilities; a discussion of how you meet the minimal qualifications for the position; supervisory experience, and details to any remote or telecommuting proposals you would like DRI to consider, if applicable.

This position will be held open until we find the right addition to our values-based team and environment. Resumes without cover letters will not be considered.