

**Disability Rights New Jersey
Advocate-Legal
Intake and Self-Advocacy Team**

Disability Rights New Jersey seeks a full-time Advocate-Legal for our Intake and Self-Advocacy Team under the supervision of the Director of Intake and Self Advocacy. Staff Advocate on the Intake and Self-Advocacy Team will handle case assignments, provide advice and counsel on rights violations, services, denials or reduction in services, education, self-advocacy training and guidance, information and referral resources for disability-related issues presented by individuals with disabilities, their families and professionals. Government clearance through the US Government Office of Personnel Management is required.

Disability Rights New Jersey is the designated protection and advocacy agency for people with disabilities in the diverse state of New Jersey, providing individual and systemic advocacy and legal representation, training, technical assistance, and outreach in order to protect legal, civil, and human rights.

Candidates with experience working with or familiarity with the following agencies are preferred:

- Division of Medical Assistance and Health Services (DMAHS)
- Division of Developmental Disabilities (DDD)
- Division of Mental Health and Addiction Services (DMHAS)
- Commission for the Blind and Visually Impaired (CBVI)
- Division of Vocational Rehabilitation Services (DVRS)

This position will begin on March 2, 2026, or as soon thereafter as possible. The salary range will be \$55,000 to \$59,200 for 0-3 years of experience, with a generous benefits package.

RESPONSIBILITIES:

- Assists Senior Management staff in administrative duties
- Responds to telephone and in-person requests for services.
- Completes intake information forms.
- Maintains records and files in accordance with agency policy and procedures.
- Handles requests for information in accordance with established procedures.
- Maintains case and other essential records and files, including DAD and other databases.
- Prepares standard letters, memos, forms, and documents.
- Proofreads and properly formats correspondence and materials
- Advocates for individual clients, including issues pertaining to rights-based violations, discrimination, access to support services, education, and healthcare.

- Assists with developing strategies to advance the agency's goals and priorities as required under federal law.
- Participate in collaborative projects with other DRNJ teams.
- Complete research and memos to support agency's advocacy efforts both on behalf of individual clients and systemic projects.
- Prepare self-advocacy and other outward-facing educational materials.
- Represents clients in administrative fair hearings under supervision of attorney.
- Participate in and present relevant webinars and training.
- Participate in outreach initiatives and events.

QUALIFICATIONS:

- Willingness and ability to travel statewide, with a valid driver's license or other transportation.
- Knowledge and understanding of disability rights, laws, policies and issues.
- Ability to cope with complex and emotional interactions with clients and family members and empathize with them.
- Ability to analyze complex problems and develop creative and practical solutions.
- Excellent written and oral communication, research, analytical skills.
- Ability to present information in an accessible way.
- Cultural competence: experience working with low-income, immigrant, or minority populations preferred.
- Experience working in a legal public interest field.
- Highly organized with excellent attention to detail.
- Ability to obtain and maintain any federal security clearance required by federal funders.

Disability Rights NJ seeks candidates committed to diversity and to the rights of individuals with disabilities to full inclusion in society. Presently, Disability Rights NJ staff work under a hybrid, with some limited from home as work permits.

Disability Rights NJ is an Equal Opportunity Employer and committed to a diverse and inclusive workplace. Disability Rights is an Equal Opportunity Employer and committed to a diverse and inclusive workplace.

Interested applicants should email a resume and a letter of interest to: Interview Committee, Disability Rights New Jersey at advocate@disabilityrightsnj.org.