



Deputy Director

Location: Ft. Lauderdale, Tampa, Gainesville, Tallahassee or Fully Remote

Starting Salary: \$117,500 - \$165,000 (Scales Up Based on Experience)

Excellent Benefits including paid vacation, sick leave and personal holidays, contributed employer medical, vision and dental insurance, 401(K) plan with an impressive employer contribution match, Life, AD&D, short and long-term disability insurance, generous paid holidays as well as a host of additional optional benefits. Employment at Disability Rights Florida is eligible employment for LRAP and PSLF.

Application Deadline: 30 Days

Who We Are

Disability Rights Florida (Disability Rights) is a not-for-profit corporation that acts as the state's federally mandated Protection and Advocacy (P&A) System for individuals with disabilities. As Florida's P&A System, Disability Rights' mission is to advocate, educate, investigate, and litigate to protect and advance the rights, dignity, equal opportunities, self-determination, and choices for all people with disabilities.

Purpose of the Job

The Deputy Director is responsible for overseeing the legal work and services provided by Disability Rights Florida (DRF) including direct supervision of the work of

attorneys who direct various teams. A critical component of the position is ongoing development and training of legal and advocacy staff to ensure that direct legal representation to clients occurs in a timely and ethical manner. In addition, the Deputy Director acts as General Counsel to the organization and acts on behalf of the Executive Director, in human resource and operational matters if outside counsel is not obtained. This position works in conjunction with the Executive Director to respond to client grievances. The Deputy Director provides leadership to ensure that DRF achieves its overall mission to protect the rights of Floridians with disabilities.

Essential Functions

- Member in good standing with the Florida Bar.
- Government clearance by the United States Government Office of Personal Management is required for this position.
- Minimum of five (5) years supervisory experience.
- Knowledge of state and federal laws, regulations, court and administrative procedures as well as rules of professional conduct.
- Demonstrated commitment to enforcing and expanding the rights of people with disabilities across Florida or other state(s) through individual and/or systemic litigation consistent with the mission and goals of DRF. Ability to read, write and speak professionally and communicate effectively in English, including a working knowledge of correct grammar, punctuation, spelling, sentence structure and legal citation.
- Demonstrated ability to analyze complex problems, plan and direct resolution.
- Proven leadership skills, knowledge of management principles and strategic planning, and organizational skills to manage multiple priorities and meet internal and external deadlines.
- Knowledge of federal benefit and state social welfare systems and institutional regulations impacting individuals with disabilities.
- Public speaking skills.
- Proficient with on-line legal research.
- Proficient with use of a PC and Microsoft Office applications, especially Word.

- Management skills and experience overseeing and providing direction to professional staff.
- Valid state issued identification required at time of appointment and must be maintained throughout employment in this position.
- This position usually performs work in an office environment, but this position will require work in non-standard workplaces such as state institutions, nursing homes or assisted living facilities, and group homes.
- Expected to travel within and outside the state, as necessary.
- Availability to travel, sometimes on short notice, throughout Florida, including rural areas.
- Develops and expands relationships and collaborates with other agencies and private firms, both in Florida and other states, which pursue impact litigation.
- Provides comprehensive reports of legal and advocacy accomplishments to the Board of Directors, PAIMI Advisory Council and, as required or requested by, other executive, legislative or policy leaders.
- Completes accurate and timely administrative reports, manages resources and ensures staff compliance with organizational fiscal and human resource policies and procedures.
- Participates in organizational events, maintains working relationships with other disability rights attorneys in both public legal service and private practice, and relevant state and national advocacy organizations, to enhance the visibility of the organization and further the rights of individuals with disabilities.
- Performs other duties as assigned.
- Provides day-to-day leadership and oversight of the organization's legal team members, including assuring conformance with National Disability Rights Network (NDRN) Voluntary Protection and Advocacy (P & A) Standards.
- Ensures that legal and advocacy representation of clients occurs in a timely and ethical manner.
- Ensures that the rights of people with disabilities as provided for by law and regulation are enforced through organizational leadership as well as personal effort.

- Reviews and updates as needed the Legal and Advocacy Services Manual and provides ongoing training on service delivery methods and proper and timely documentation of client files.
- Uses best business practices to establish and maintain an organizational structure capable of taking effective appropriate action to resolve complaints of violations, withholding or denial of rights made by or on behalf of clients.
- In conjunction with the Executive Director this position reviews and develops responses to client grievances.
- Ensures high quality legal and advocacy representation through staff training, routine guidance, providing opportunities for achievement and recognition, and enforcing professional accountability.
- Supervises, assists and consults with assigned staff as needed on specific cases and other representation.
- Develops internal training as well as monitors and secures external trainings for legal and advocacy staff.
- Acts with the utmost commitment to the code of professional conduct and ethics; sets example for professional conduct of staff.

To Apply:

Please submit a DRF Application, cover letter, resume, three professional references (at least two direct supervisors) and a legal writing sample to:

Cynthia Ryan Harris, Disability Rights Florida, 2473 Care Drive, Ste. 200,
Tallahassee, Florida 32308, fax 850-558-1821 or email:

job403@disabilityrightsflorida.org or visit:

<http://www.disabilityrightsflorida.org/about/employment> opportunities.

We encourage individuals with disabilities and from other diverse backgrounds to apply.

DFWP/EOE