

**JOB ANNOUNCEMENT**  
**DRD Investigator/Monitor & Patient Advocate**  
**Advocate/Paralegal Scale Position**

**POSITION TITLE:** Investigator/Monitor & Patient Advocate- Regular Full Time Employee (35 hours/week)  
**PROGRAM:** Disability Rights Delaware  
**LOCATION:** Statewide, Delaware; employee to choose office location (Georgetown, Dover, or Wilmington)  
**REPORTS TO:** DRD Supervising Attorney; DRD Project Director  
**SALARY:** Commensurate with experience and CLASI's collective bargaining agreement; excellent benefits. (Details on salary scale and benefits package can be found [here](#).)  
**POSTING DATE:** May 27, 2026  
**DEADLINE** When filled.

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**CONTEXT OF POSITION:** [Community Legal Aid Society Inc.](#) ("CLASI") (Delaware) is a statewide, non-LSC funded nonprofit law firm. CLASI works to achieve equal justice through creative and persistent civil legal advocacy that protects Delawareans' most fundamental rights and secures access to basic needs. CLASI has three offices across the state, in Wilmington, Dover, and Georgetown.

Disability Rights Delaware (DRD) is a project within CLASI that provides free services 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. The DRD serves as Delaware's Protection and Advocacy System for People with Disabilities ("P&A"), which is a federally funded program that advocates for the rights of people with disabilities. 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.

**MINIMUM KNOWLEDGE AND QUALIFICATIONS:**

1. Successful completion of government clearance by the United States Government Office of Personnel Management is required for this position within the first 3 months of hire and other background checks as may be required by funders (clearance must be obtained).
2. Ability to interact effectively with and be sensitive to the needs of individuals with physical and mental disabilities and their families.
3. Ability to communicate clearly and effectively both orally and in writing, including ability to present in public presentations.

4. Strong organizational skills and attention to details, including adherence to timelines and ability to prioritize multiple tasks.
5. Must be able to use basic spreadsheets, and to review and analyze financial records regarding the management of the funds of individuals on Social Security.
6. Ability to maintain confidentiality.
7. Ability to travel throughout Delaware and work evenings and weekends as needed for out-of-office training sessions, agency-related meetings, and community education presentations (for such occasions, schedules are modified to ensure employees do not exceed the 35-hour work week).
8. Ability to (infrequently) travel to and attend overnight conferences throughout the United States.
9. Ability to apply modern technology to the performance of legal work and tasks.
10. Flexibility, including willingness to work in any of CLASI's areas of practice as needed.

***Qualifications that are helpful but not required:***

1. Spanish, Creole, or American Sign Language fluency a plus.
2. College degree (B.A. / B.S.) strongly preferred.
3. Paralegal or other advocacy experience preferred.
4. Experience and knowledge of Delaware's behavioral health/public mental health system preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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 systems.
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 to 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 contemporaneous 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.

### **SALARY AND BENEFITS:**

CLASI is a unionized program with staff attorneys and non-lawyer advocates represented by a chapter of the National Organization of Legal Services Workers (NOLSW). Salary is based upon a negotiated pay scale with starting salary for a new advocate set at \$48,344/per year and approximately \$65,264.40 for an advocate with 10 years credited experience.

CLASI offers a generous contribution to retirement (up to 10% employer contribution to 403(b) plan), full health benefits for employee and family members, and liberal leave policies including 12 weeks paid parental leave. We also provide 10 weeks paid bar leave for those who need to sit for the Delaware Bar exam and cover the costs of bar preparation including a bar review course. Learn more about CLASI's salary scale and benefits package [here](#).

CLASI is an Equal Opportunity Employer and complies with all laws governing fair hiring practices. We welcome applications from interested candidates of all backgrounds.

**TO APPLY:** Provide letter of interest and résumé to Marissa Band, at [mband@declasi.org](mailto:mband@declasi.org)

**AN EQUAL OPPORTUNITY EMPLOYER**