



NEVADA'S PROTECTION & ADVOCACY SYSTEM FOR INDIVIDUALS WITH DISABILITIES

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**Job Title:** Rights Advocate - Reno      **Reports To:** Rights Attorney  
**FLSA Status:** Non-Exempt/Hourly      **Date:** March 2024

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**ESSENTIAL FUNCTIONS:**

- Ability to effectively communicate both orally and in writing, with or without reasonable accommodation(s) with other NDALC staff, individuals with disabilities, disability service providers and the general public
- Ability to periodically travel for training, client meetings, outreach and other agency functions
- Ability to effectively utilize computers for word processing, data collection, training, reporting and communication
- Ability to provide advocacy services to individuals with disabilities by providing outreach, education, training, information/referral, case advocacy, and investigations on behalf of the individual with disability(ies).
- Ability to adapt and respond to multiple priorities and demands and address concerns and emotional needs of clients and their families in a timely manner.
- Ability to provide advocacy services to individuals with disabilities concerning alleged violations of their rights under federal and state laws.
- Ability to conduct investigations into allegations of abuse, neglect, and denial of rights of individuals with disabilities in institutions.

**RESPONSIBILITIES – under the general direction of a Supervising Attorney or the Executive Director:**

- Conduct intake for individuals seeking assistance; both in the agency's office as well as other locations
- Address client intake/requests for service according to the NDALC Client Services Manual
- Use analytical ability and problem solving skills to identify client issue(s) and determine appropriate option(s).
- Participate in case assessments to identify all potential courses of action
- Maintain thorough and current knowledge of appropriate community resources for individuals with disabilities
- Provide information, referral, and short term assistance as appropriate to individuals with disabilities, their family members, other service providers, and the general public
- Research/analyze statutes, policies and regulations to determine applicability to the provision of service and the rights of the individual with a disability by keeping informed of relevant developments in disability law and policies.
- Encourage and guide applicants and clients to utilize self-advocacy where appropriate.
- Maintain active case load of individual cases. As assigned; utilize mediation, negotiation and advocacy appropriately to resolve cases and obtain resolution.
- Maintain case files and records according to the Client Services Manual inclusive of, but not limited to, policy/procedures, client confidentiality, complete/accurate investigations, and preparation/documentation of cases and reporting requirements
- Know the specifics of agency's access authority and protections and advocacy enabling statutes/regulations
- Conduct investigations into abuse/neglect of individuals with disabilities
- Monitor state facilities providing care and treatment to individuals with disabilities (e.g., state mental health institutions, juvenile detention centers, community residential care homes, homeless shelters and private hospitals)
- Develop and maintain effective working relationships with service providers, agencies, public and private organizations, and the community at large with regard to the rights of individuals with disabilities.
- Represent the agency on various boards, councils, groups and commissions as assigned to protect and advocate for the rights of individuals with disabilities.
- Conduct or participate in outreach activities to un-served or under-served individuals with disabilities
- Prepare training materials and deliver presentations, trainings and workshops on a variety of subjects pertinent to the rights of persons with disabilities, their families, service providers and the community
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS or REQUIREMENTS:**

- Minimum two (2) years professional experience in human services with at least one (1) year of direct experience working with individuals with disabilities, or experience in the provision of rights advocacy on behalf of individuals with disabilities, in combination with, OR comparable educational experience.
- Demonstrated ability to effectively communicate orally and in writing, analyze complex problems and develop creative solutions with a minimum of supervision, and function as a team member with attorney and non-attorney advocacy professionals.

## NEVADA DISABILITY ADVOCACY & LAW CENTER

- Demonstrated ability to respond in a professional, non-judgmental manner to emotionally charged issues and with individuals who may have speech impediments, limited cognitive abilities and/or limited ability to speak English.
- Understanding and commitment to the role of the Rights Advocate – A demonstrated commitment to the civil/legal rights and the ability to work with individuals with a variety of disability characteristics and cultural backgrounds.
- Strong interpersonal skills.
- Successfully complete state/federal background check(s) and any additional security level requirements required under our individual grantor programs.
- Successfully complete any certification requirements required under our individual grantor programs.

### **Additional Information:**

The Nevada Disability Advocacy and Law Center (NDALC), a Nevada non-profit corporation and the state's Protection and Advocacy (P&A) agency designated to receive federal funds to protect and advocate for the legal rights of eligible people with disabilities.

NDALC's mission is to protect and advocate for the human and legal rights, interests, and welfare of Nevadans with disabilities; promote, support, and assist Nevadans with disabilities in understanding and controlling those systems and processes which directly affect their lives; and foster the development, availability, and accessibility of services which increase the opportunities available to Nevadans with disabilities to live their lives as fully, independently, and productively as possible. NDALC has served as Nevada's designated P&A agency since March 1995 and is a member of the National Disability Rights Network (NDRN).

The agency is currently restructuring under new management.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job function. It should NOT be construed as an exhaustive list of all job duties that may be necessary to be performed by a person so classified.*

*NDALC is an Equal Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age (40 and over), military status or unfavorable discharge from military service, disability, genetic information, or any other basis by applicable federal, state, or local laws.*

*NDALC serves under Federally funded grant programs and is a drug free workplace.*

*NDALC offers an extensive employee benefit program and competitive wages.*

### **Please forward:**

- Cover Letter
- Resume
- Submit to [Admin@NDALC.org](mailto:Admin@NDALC.org)

