



Empowerment. Integration. Equality.

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[www.DisabilityRightsMD.org](http://www.DisabilityRightsMD.org)

## **Advocate: Intake Specialist**

Disability Rights Maryland (DRM) seeks a civil rights-oriented advocate to support our goal of advancing civil and human rights. The ideal candidate will share DRM's values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to community life with freedom from abuse and discrimination.

### **Available advocate role(s) and responsibilities include:**

*Intake team:* This advocate will receive and return calls from people requesting services, and will provide accurate and relevant information, referral and advocacy assistance to callers and visitors; conduct interviews and record data to assist staff in determining whether DRM can meet a client's needs. This work is predominantly done on the phone and in a case management data system. Fluency in Spanish strongly preferred. Possibility of some remote work if desired.

### **Minimum Qualifications for DRM Advocates:**

- Ability to relate respectfully to people with disabilities. Experience working with and/or sensitivity to persons with disabilities and from diverse communities.
- Excellent attention to detail in work product.
- Ability to work independently, successfully manage multiple work priorities and work under deadlines.
- Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment.
- Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.
- Computer literacy and proficiency with software utilized to carry out job functions.
- Access to reliable transportation for travel within State of Maryland.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.

### **Preferred Qualifications for DRM Advocates:**

- Bachelor's degree from an accredited university, paralegal certificate, or master's degree.
- Academic experience in a related field, including social work, public health, and legal studies.
- Relevant work experience is strongly preferred, particularly with conducting investigations and interviews, preparing legal cases, working with community-based

services, conducting systemic public policy advocacy with state agencies, working in coalitions, telephone intake, case management, community outreach or organizing.

- Strong writing skills and excellent customer service skills.
- Experience working directly with persons with disabilities.
- A demonstrated interest or background in public interest work, particularly related to disability rights issues.
- Life experience with a disability.
- Fluency in American Sign Language or Spanish.

### **Salary and Benefits:**

Competitive, depending on experience. The annual salary range for an advocate with a Bachelor's degree and 0-5 years' experience is between \$43,603 and \$48,119 with increases for additional education level, experience, and special skills.

DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and a telecommuting policy. DRM offers employee reimbursement for some or all of the cost of spouse or partner-paid health insurance premiums up to an established maximum amount. DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

While DRM can offer some flexibility in hours and days of work, generally the work hours will be Monday through Friday, 9 am to 5 pm. Occasional evenings and weekend work may be required. This announcement can also be found at <https://disabilityrightsmd.org/careers/>.

### **About Us:**

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

Our team is collaborative, collegial, and committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually.

### **To Apply:**

E-mail resume, cover letter, and a writing sample to [Jobs@DisabilityRightsMD.org](mailto:Jobs@DisabilityRightsMD.org) with "Advocate – Intake Specialist" in the subject line.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

Applications will be reviewed on a rolling basis. Position remains open until filled with priority given to applications received before **July 30, 2023**.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.