



Disability Rights Tennessee seeks an Advocate. This position primarily provides legally based advocacy services to individuals who seek assistance in applying for, or receiving, services from the Division of Vocational Rehabilitation or Centers for Independent Living. This position will work state-wide to address client needs. Position may require occasional travel. Home internet is required but technology will be provided by DRT. **DRT requires all employees to be fully vaccinated against COVID-19.**

Note: only resumes submitted with a cover letter will be considered.

Who We Are

Disability Rights Tennessee (DRT) is a non-profit organization with the mission of protecting the rights of Tennesseans with disabilities. DRT was founded in 1978 and as of today has served over 55,000 Tennesseans with disabilities. DRT provides legal advocacy services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services.

What You'll Do

- Utilize knowledge of policy and advocacy skills to negotiate on behalf of individuals with disabilities in resolving issues related to their services provided by the Division of Vocational Rehabilitation or Centers for Independent Living.
- Activities frequently include:
 - interview individuals
 - review records
 - consult with case review team including legal and management
 - attend administrative reviews and other meetings to resolve issues
 - identify and utilize applicable federal laws/regulations and state program policies in assisting individuals to resolve issues.
- Other activities may include:
 - participate in councils, boards, and committees
 - conduct outreach, information gathering, and presentations
 - provide input into public policy efforts and revisions
 - collaborate in the development of content for social media and publications
 - participate in inner-agency teams that advance the mission of DRT
 - attend professional development and team building activities
 - collaborate in the development of innovative and engaging training
 - advocacy services related to assistive technology, voting, effective communication, or other areas

Keys to Success: Qualifications, Knowledge, Skills and Abilities

To be successful in this job, you must possess these values, skills, and abilities:

- possess diverse knowledge of disability populations and exhibit commitment to increasing knowledge of the disability community
- dedication to equity, diversity, and inclusion
- strong communication skills
- strong research and writing skills
- strong attention to detail
- strong organizational and time management skills to meet deadlines
- initiative to work without direct supervision and begin projects independently
- ability to work well in teams

- sound professional judgment
- creativity and innovation
- computer proficiency, including Microsoft Outlook & Teams as well as online database
- professional personal presentation

Education requirements are flexible. College degree is preferred; however, experience will always be considered in lieu of a degree.

What Else You Should Know

Equity, diversity, and inclusion are at the heart of DRT's mission, values, and daily practice. We are an equal opportunity employer, and we actively seek candidates from diverse backgrounds to join our team including but not limited to candidates with disabilities, persons of color, members of the LGBTQ community, professionals from various generations, and veterans.

The position is full-time (37.5 hours per a week). In-office work will be required at times. Remote work will be allowed for portions of this position. The role will require occasional travel, and a valid driver's license is necessary.

The salary for this position ranges from \$35,000 to \$45,000. Exact salary depends on experience. We offer excellent benefits such as flexible schedule, remote work, maternity/paternity leave, paid federal and state holidays, and insurance options including medical, vision, dental, life, and disability.

What Now?

Visit us at disabilityrightstn.org or on social media.

If this seems like you, please send a resume and cover letter

Position will close on 10/20/2022