

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Disabilities Rights Advocate

SERIES NO.:

6918

MAJOR AGENCIES:

Legal Rights Service only

EFFECTIVE DATE:

11/04/2012

SERIES PURPOSE:

The purpose of the legal rights service disabilities rights advocate occupation is to provide investigative & client advocacy services to & for people with disabilities.

At the lower levels, incumbents investigate human & civil rights violations of agency clients & plan remedial course of action to achieve client satisfaction.

This class has been developed for use by Ohio Legal Rights Service, only.

CLASS TITLE:

Legal Rights Service Disabilities Rights Advocate 1

CLASS NUMBER:

69181

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of human or social services field in order to investigate human & civil rights violations of individuals/groups with disabilities in regards to their health, safety, programmatic & treatment needs & preferences & recommend appropriate resolution & plan, implement & monitor remedial course of action to achieve client satisfaction with guidance & assistance from higher level advocate or supervisor.

CLASS TITLE:

Legal Rights Service Disabilities Rights Advocate 2

CLASS NUMBER:

69182

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of human or social services field & specific state & federal statutes, regulations, standards & quality assurance principles, management principles & collective bargaining agreements, court orders & general legal knowledge governing care, custody, treatment, medical care, programming/services & environmental conditions of people with disabilities in order to independently or as lead worker on team of lower level advocates investigate human & civil rights violations of individuals/groups with disabilities in regards to their health, safety, programmatic & treatment needs & preferences & determine appropriate resolution & plan, implement & monitor remedial course of action to achieve client satisfaction.

CLASS TITLE: Legal Rights Service Disabilities Rights Advocate 1	CLASS NUMBER: 69181	BARGAINING UNIT: 12
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EFFECTIVE DATE:

06/26/1994

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

With guidance & assistance from advocate supervisor or higher level advocate, investigates individual cases of human & civil rights violations of agency clients (i.e., people with disabilities), interviews clients & general public to collect evidence to substantiate charges, collects & analyzes data & facts concerning violations & plans & recommends remedial course of action that will achieve client satisfaction & ensure compliance on part of service providers with statutes, regulations, court orders & other agreements governing care, custody, treatment, medical care, programming/services & environment of people with disabilities & with supervisory approval, implements & monitors corrective action plans, negotiates/mediates resolutions with service providers whenever possible & provides technical assistance to providers in meeting needs of agency clients, identifies & differentiates between state-wide issues & trends from case specific issues, advises supervisor of systemic issues which arise from individual cases & warrant further investigation, refers/identifies cases where legal intervention is necessary for resolution & takes immediate steps to ensure client protection & services in accordance with agency's policies & procedures & general legal standards, works with agency attorneys on legal cases to provide disability expertise & with higher level advocate or supervisor, conducts whole program & statewide investigations to identify lack of compliance by state, community & private service providers in service areas (e.g., mental health centers, residential areas), work environments (e.g., sheltered workshops) & schools & negotiates resolutions & provides technical assistance to providers in order to maintain compliance & ensure client safety & maintenance of human & civil rights.

On behalf of executive director, in concert with other administrative oversight, conducts investigations & negotiations of extremely complex or sensitive cases &/or class action suits involving human & civil rights violations of agency clients, collects, analyzes & prepares reports regarding hospital quality assurance, abuse & neglect allegations & general human & civil rights violations in both state & private hospitals & by any other service provider, maintains all client information in accordance with legal standards of confidentiality & privilege, maintains case files in accordance with state & federal legal & professional standards, keeps track of actual & appropriate hours on legal cases for use on professional fee applications & awards & writes complex & important reports & technical materials for publication in agency documents.

Reviews & recommends changes in legislation, governmental regulations & public & private rules & policies that impact on agency clients, identifies conflicting rules, regulations &/or policies & new issues & trends.

Promotes good public relations with courts, community, state & federal governments, agencies & organizations, develops positive working relationships with key decision makers & high ranking government & community leaders & officials in order to advance client & agency interests, attends state-wide advisory meetings, training conferences & public hearings, acts as intake worker to take initial complaints from agency clients, gather & record relevant information & provide immediate counseling & assistance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or social services field; state & federal statutes, regulations, standards & quality assurance principles, management principles, collective bargaining agreements, court orders & general legal information (e.g., statutory deadlines & statutes of limitations) governing care, custody, treatment, medical care, programming/services & environment pertaining to people with disabilities*; agency investigative client advocacy, negotiation/mediation & report writing procedures*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; originate technical reports; gather, collate & classify data; handle sensitive inquiries from & contacts with officials & general public; abide by Ohio Legal Rights Service's philosophy concerning client wishes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human or social services field of study (e.g., psychology, social work, education, human resources); travel required, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel required; makes continuous visits to state institutions & nursing homes; exposed to human noise & poor environmental conditions.

CLASS TITLE: Legal Rights Service Disabilities Rights Advocate 2	CLASS NUMBER: 69182	BARGAINING UNIT: 12
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EFFECTIVE DATE:

06/26/1994

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently or as lead worker on team of lower level advocates, investigates individual cases of human & civil rights violations of agency clients (i.e., people with disabilities), interviews clients & general public to collect evidence to substantiate charges, collects & analyzes data & facts concerning violations & plans & determines remedial course of action that will achieve client satisfaction & ensure compliance on part of service providers with statutes, regulations, court orders & other agreements governing care, custody, treatment, medical care, programming/services & environment of people with disabilities & implements & monitors corrective action plans, negotiates/mediates resolutions with service providers whenever possible & provides technical assistance to providers in meeting needs of agency clients, identifies & differentiates between state-wide issues & trends from case specific issues, advises supervisor of systemic issues which arise from individual cases & warrant further investigation, refers/identifies cases where legal intervention is necessary for resolution & takes immediate steps to ensure client protection & services in accordance with agency's policies & procedures & general legal standards, works with agency attorneys on legal cases to provide disability expertise & conducts whole program & statewide investigations to identify lack of compliance by state, community & private service providers in service areas (e.g., mental health centers, residential areas), work environments (e.g., sheltered workshops) & schools & negotiates resolutions & provides technical assistance to providers in order to maintain compliance & ensure client safety & maintenance of human & civil rights.

On behalf of executive director, conducts investigations & negotiations of extremely complex or sensitive cases &/or class action suits involving human & civil rights violations of agency clients, collects, analyzes & prepares reports regarding hospital quality assurance, abuse & neglect allegations & general human & civil rights violations in both state & private hospitals & by any other service provider, maintains all client information in accordance with legal standards of confidentiality & privilege, maintains case files in accordance with state & federal legal & professional standards, keeps track of actual & appropriate hours on legal cases for use on professional fee applications & awards & writes complex & important reports & technical materials for publication in agency documents.

Reviews & recommends changes in legislation, governmental regulations & public & private rules & policies that impact on agency clients, identifies conflicting rules, regulations &/or policies & new issues & trends.

Promotes good public relations with courts, community, state & federal governments, agencies & organizations, develops positive working relationships with key decision makers & high ranking government & community leaders & officials in order to advance client & agency interests, attends state-wide advisory meetings, training conferences & public hearings, acts as intake worker to take initial complaints from agency clients, gather & record relevant information & provide immediate counseling & assistance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or social services field; state & federal statutes, regulations, standards & quality assurance principles, management principles, collective bargaining agreements, court orders & general legal information (e.g., statutory deadlines & statutes of limitations) governing care, custody, treatment, medical care, programming/services & environment pertaining to people with disabilities; agency investigative client advocacy, negotiation/mediation & report writing procedures; public relations; employee training & development*. Ability to define problems, collect data, establish facts & draw valid conclusions; originate technical reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; abide by Ohio Legal Rights Service's philosophy concerning client wishes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. exp. as Legal Rights Service Disabilities Rights Advocate 1, 69181; travel required, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel required; makes continuous visits to state institutions & nursing homes; exposed to human noise & poor environmental conditions.