



California's protection and advocacy system

100 Howe Avenue, Suite 185N  
Sacramento, CA 95825  
Job Line: (916) 658-2659  
[www.disabilityrightsca.org](http://www.disabilityrightsca.org)

**JOB DESCRIPTION**  
**CLIENTS' RIGHTS ADVOCATE**  
**OFFICE OF CLIENTS' RIGHTS ADVOCACY (OCRA)**

South Central Los Angeles Regional Center  
(Los Angeles)  
FT- 37.5 hrs/wk

**\*\* This is an English/Spanish BILINGUAL POSITION ONLY \*\***

Disability Rights California is a scent free<sup>1</sup> environment

**SALARY: (Depends on Experience)**

CRA I & II: \$3,418-\$4,366/mo+; \$41,016-\$52,392/yr++  
CRA III: \$4,318-\$5,002/mo+; \$51,816-\$60,024/yr++ (Requires CA Bar membership)

**FRINGE BENEFITS:**

Disability Rights California provides a generous benefit package that includes: medical, dental, flexible spending accounts (e.g., medical and dependent care), basic, life, short- and long-term disability insurances; voluntary vision, supplemental life and long-term care; paid holiday, sick and vacation time-off; and a significant company contribution to the retirement plan.

**AGENCY DESCRIPTION:**

Disability Rights California is a well-established innovative non-profit organization dedicated to advancing the rights of Californians with disabilities. Disability Rights California works to achieve fairness and

<sup>1</sup> Disability Rights California requests that employees (and applicants) refrain from wearing scented products (e.g., scented perfumes/colognes or lotions, etc.) in all Disability Rights California locations. This includes an employee's regular work site and other Disability Rights California offices, regional centers, state hospitals or other facilities.

justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self advocacy services, community partnerships, legislative and regulatory advocacy work, education and outreach. Our legal work includes individual and impact litigation.

Disability Rights California has entered into a contract with the Department of Developmental Services (DDS), State of California, to provide Clients' Rights Advocacy services at each of the 21 regional centers located statewide. The contract was renewed effective July 1, 2011 for another five years. The contract will expire June 30, 2016.

These services include, among other things, technical assistance on the rights of people with developmental disabilities to regional center consumers, their families, agency staff, and interested community members, direct representation in selected cases, and investigation of any right to which a regional center consumer is entitled which has been abused, punitively withheld, or improperly or unreasonably denied.

#### **JOB DESCRIPTION:**

Each Clients' Rights Advocate (CRA) position will be located at or near the main office of each regional center. The Clients' Rights Advocate positions are funded under the DDS contract. The CRA works under the direction of the Supervising Clients' Rights Advocate.

The Office of Clients' Rights Advocacy will be responsible for the following:

1. Provide clients' rights advocacy services to persons with developmental disabilities who are consumers of regional centers and to individuals who reside in the state developmental centers and hospitals, including ensuring the rights of persons with developmental disabilities and assisting persons with developmental disabilities in pursuing administrative and legal remedies.
2. Investigate and take action as appropriate and necessary to resolve complaints from or concerning persons with developmental disabilities residing in licensed health and community care facilities regarding abuse, unreasonable denial, or punitive withholding, of rights guaranteed under this division.

3. Provide consultation, technical assistance, supervision and training, and support services for clients' rights advocates that were previously the responsibility of the Office of Human Rights.
4. Coordinate the provision of clients' rights services in consultation with DDS, stakeholder organizations, and persons with developmental disabilities and their families representing California's multi-cultural diversity.
5. Provide at least two self-advocacy training sessions per year for consumers and family members.

**JOB RESPONSIBILITIES:**

1. Ensures that the rights of people with developmental disabilities as provided in law and regulation are enforced. This includes but is not limited to the laws and regulations found in Welfare and Institutions Code and California Code of Regulations, Titles 17 and 22, respectively.
2. Provides information and training to assist residential and health providers in understanding their Title 17 responsibilities regarding posting and notification of rights.
3. Advises the Regional Center Executive Director on the development and implementation of the Center's clients' rights assurance program pursuant to Title 17.
4. Investigates and facilitates resolution of all complaints of violation, withholding or denial of rights made by or on behalf of clients. Prepares reports on findings and makes recommendations for resolution to appropriate parties.
5. Directly assists and/or represents clients/families or provides technical advice to client representatives in administrative actions relating to eligibility for and provision of services from public benefit programs (e.g. Social Security, Special Education, Regional Center, Dept. of Social Services, County Mental Health, and the State Department of Rehabilitation.)

6. Provides referrals on a rotating basis to legal agencies and/or attorneys who can assist consumers and family members in enforcing their legal rights that have been violated.
7. Develops and conducts outreach, education, and training for regional center clients and their families, community groups and others in clients' rights advocacy.
8. Aids in the development and implementation of regional center policies and procedures related to client rights to ensure compliance with federal and state laws.
9. Responsible for the oversight of the Assistant Clients' Rights Advocate.
10. Carries out other such duties as may from time to time be required.

**MINIMUM QUALIFICATIONS:**

1. Education and/or experience equivalent to a four-year college degree. To be hired as a CRA III, you must be a member of the CA State Bar.
2. Two years or more of paid or voluntary working experience as an advocate within a social, human service, government, legal or health care environment.
3. Knowledge of the legal, civil and service rights of persons with developmental disabilities in California.
4. Ability to read, write, and speak fluently and communicate effectively in English and Spanish, including a working knowledge of correct grammar, punctuation, spelling, and sentence structure.

*NOTE: Applicants who claim to be fluent in any desired language will be tested at time of interview.*

5. Ability to analyze complex problems and develop creative solutions.
6. Experience working with and/or sensitivity to persons with disabilities.

7. Experience working with and/or sensitivity to persons from multi-ethnic communities.
8. Valid CA Driver's License and ability and willingness to drive (unless a disability-related accommodation is required and can reasonably be granted.)

**DESIRABLE QUALIFICATIONS:**

1. Three or more years advocating for the rights of persons with developmental disabilities.
2. Membership in the California Bar.
3. Experience in program administration.
4. Knowledge of resources throughout the state which are potentially available to individuals with developmental disabilities.
5. Alternate dispute resolution training and practice.
6. Contacts with disability organizations and/or within disability communities.
7. Contacts with multi-ethnic organizations and/or within multi-ethnic communities.
8. Experience providing training on various topics to a diverse range of people.
9. Word processing and PC experience.

**MAIL APPLICATIONS TO:** Disability Rights California  
100 Howe Avenue, Suite 185 North  
Sacramento, California 95825  
Job line: (916) 658-2659

**APPLICATION DEADLINE: May 11, 2011 @ 5:00 PM**

**FAXES AND POSTMARKS WILL NOT BE ACCEPTED**

**PLEASE READ !!**

**In order to be considered for this position, applicants MUST submit the following documents. If ANY of the following documents are not provided, your application for employment will be rejected.**

**If due to a disability you need an accommodation to complete any of the following, please contact our Recruiter @ 916/488-9955 for assistance.**

**To be considered for this position, applicants MUST submit the following (Nos. 1-5 below):**

1. ***Disability Rights California Employment Application*** (must fill out completely; do not state “See Resume”).
2. ***Resume***, including three (3) professional references.
3. **Cover Letter** which addresses: 1) Your personal and professional motivation for seeking this position and; 2) A discussion of how you meet **each of the minimum** and **any of the desirable** qualifications for this position.
4. **Writing Sample** consisting of **no more than 10 pages** of text demonstrating the ability to analyze problems and apply law/standards and propose resolutions. (e.g., Letter, Policy Analysis, Legal Brief or Memorandum).
5. ***EEO Data Survey***, this form is optional and is not required to be considered for this position.

**Public Contract Code, Sec. 10353 requires a state contractor to give priority consideration to qualified Cal Works participant (formerly known as Aid to Families with Dependent Children).**

**PLEASE NOTE: *All individuals who will provide services under the DDS contract will undergo a background and fingerprint check and security clearance in order to protect the safety of persons with developmental disabilities.***

Disability Rights California is an Equal Opportunity/Affirmative Action<sup>1</sup> Employer and does not discriminate on the basis of sex, age, religion, race, gender identity, sexual orientation or disability.

We value diversity of culture, disability and other life experiences, and are an equal opportunity employer by choice. Disability Rights California endorses and supports the intent of the Americans with Disabilities act of 1990 (ADA) and the California Fair Employment and Housing act (FEHA) and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees who need accommodations.

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<sup>1</sup> In keeping with Federal regulations, Affirmative Action applies to the following persons of color: American Indian/Alaskan Native, Hispanic, Asian/Pacific Islander or African American.