

ADVOCACY PROGRAM DIRECTOR

Positions in this class direct a program of advocacy services for the Advocacy Council on the developmentally disabled and mentally ill, or on children and youth to ensure the handicapped population rights to services. Employees supervise a small staff of specialists in investigating individual complaints, developing class action recommendation, researching laws and program policies for gaps, overlaps, and discrimination, and negotiating changes with agency officials and consumer groups. Work includes consulting on major advocacy issues and mobilizing the Council, agencies, and/or consumer groups to support recommendations, and legislative and program alterations. Work may include acting as a legal consultant.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Establishes overall goals and objectives, sets priorities and deadlines based on philosophy of approach in individual versus class action, and determines best caseload and area assignments for the small staff; identifies the need for new programs or organizational structure and presents to supervisor and the Council for approval.

Budgeting - Budget composed of salaries, equipment, and supplies. Recommends continuation and/or changes for biennium to carry out goals and objectives.

Organizing and Directing - Assigns work to be carried out independently and makes adjustments for special projects. .

Training - Plans and provides intensive training in patients' rights laws and laws relating to handicapped and program policies on the job. Arranges and approves participation in related workshops, seminars, and professional meetings.

Setting Work Standards - Develops policies and procedures governing the direction and quality of work for approval by the Council.

Reviewing Work - Review is informal through consultation as requested and through actions and reports to the Council.

Counseling and Disciplining - Counsels employees as problems arise and carries out grievance procedure to issue warnings, keeping supervisor informed.

Performing Other Personnel Functions - Selects, appraises, promotes, reassigns, and adjusts employees' salaries with approval of the Council and supervisor. Recommendations are usually followed.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Functional areas of work consistent but load is ever-changing based on individual complaints and/or projects the Council identifies. Advocacy is a relatively new field, and the philosophies, approaches, and techniques are open-ended.

Variety of Work Supervised - Supervises advocates serving given handicapped groups.

Number of Employees Responsible For - Four to twelve.

III. EXTENT OF SUPERVISION RECEIVED: Supervision is dual from the Council and the Department of Administration. Employee meets with supervisor twice a month to review administrative and organizational needs and problems. The Council approves organization and programmatic direction.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of Federal and State patients' rights laws relating to the handicapped; of broad agency program policies and service delivery systems for the handicapped, of the legislative process; considerable skill in analyzing the laws and recommending changes; or consulting and negotiating with agency officials, legislators, or the public often on delicate program issues.

Minimum Education and Experience - Graduation from a four-year college or university with a major in a human services field and five years of experience in providing professional diagnostic and treatment or advocacy services to the developmentally disabled, mentally ill, or children and youth handicapped population as required for the job one year of which is preferably in an administrative or supervisory capacity; master's degree in a human services field and four years of the above experience; or a degree in law and four years of experience in working with the laws affecting the handicapped; or an equivalent combination of education and experience.