



Rhode Island Disability Law Center, Inc.

275 Westminster Street, Suite 401, Providence, RI 02903-3434

« The Designated Protection and Advocacy System for Rhode Island »

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Legal Advocate – Rhode Island Disability Law Center

WHO WE ARE

Rhode Island Disability Law Center (RIDLC) is the statewide, federally funded, independent, nonprofit law organization designated as the Protection and Advocacy (P&A) System for Rhode Islanders with disabilities.

As a P&A agency, our job is to promote the civil rights of individuals with disabilities by providing individual representation, advocating for systems change, and reviewing abuse and neglect investigations. Each year, we engage in a process to set annual priorities for the type of cases and projects that we will handle. Located in downtown Providence, we provide services to over 1,000 persons with disabilities each year.

RIDLC is looking for a highly motivated and committed individual who is eager to work in a collaborative and team-oriented environment and be an integral part of our mission.

PURPOSE OF THE JOB

The Legal Advocate will work directly with our attorneys to interview and interface with clients, prepare for upcoming cases, participate in fact investigation projects, assist with legal research and prepare documents for filing, be responsible for developing and organizing documents and factual materials for cases and projects, and assist with preparation for and delivery of outreach and trainings in the community. The ideal candidate for this position would be organized, detail-oriented, professional, responsible individual who is able to multi-task. The individual would be dedicated to our mission and committed to helping us meet our clients' needs. This position is supervised by an attorney.

JOB RESPONSIBILITIES

- Communicate with callers, clients, client representatives, and other agencies and organizations.
- Investigate facts, conduct client interviews, prepare releases and requests for records and documents, assist with legal and internet research, interview potential witnesses and others.
- Assist in preparing documents for filing, including cite checking (applying proper legal formatting, checking accuracy of citations and quotes, etc.)
- Review, summarize, organize, copy, index and manage documents.
- Prepare fact summaries, charts, and file memoranda for cases and projects.

- Assist with preparation of discovery, including interrogatories, requests for admissions, document production, and depositions.
- Assist with hearings, mediations, or meetings.
- Establish and maintain pleadings, legal, discovery files.
- Coordination of experts.
- Maintain accurate time records.
- Comply with agency policies and procedures.
- Assist with trainings and outreach.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

TRAVEL REQUIREMENTS

Minimal travel required: Ability to travel independently, and infrequently, for activities such as training or outreach activities up to 10% of the time.

MINIMUM QUALIFICATIONS

Education and Experience

- A Bachelor's degree or paralegal certification is preferred, not required.
- Strong writing and interviewing skills.
- Effective oral and written communication skills, including a working knowledge of the English language; correct spelling, grammar, punctuation, and sentence structure; and ability to draft routine correspondence.
- Experience using Microsoft Word, with strong word processing skills (including creating, editing, and formatting documents).
- Experience using Excel.
- Experience using Microsoft Outlook
- Experience working with and/or sensitivity to persons with disabilities.
- Spanish speaking is a plus, but not required.

CORE COMPETENCY SKILL LEVELS

The competencies below represent the knowledge, skills, behaviors and/or abilities required to be successful, with or without disability related reasonable accommodations.

Advocacy

Ability to mediate problems, present alternatives and creative solutions, and assess consequences.

Communication

Ability to assist with written memoranda and correspondence. Ability to use clear, concise language to provide timely and accurate written and oral communication. Ability to effectively present information, and respond to questions from staff, clients, and the public.

Critical Thinking

Ability to solve problems while factoring in a number of variables, using sound and logical reasoning, and the proper level of authority. Ability to utilize available information, past experience, and sound judgment to select the best approach in a timely manner despite ambiguity, and determine when deviations are appropriate.

Diversity & Inclusion

Ability to see different points of view and check own views against the views of others. Ability to listen to and objectively consider the ideas/input of others. Ability to work to understand the perspectives of others and demonstrate empathy.

Relationship Building

Ability to educate clients, community partners, and/or community agencies regarding RIDLC's mission and services. Ability to obtain stakeholder feedback and determine needs. Ability to share responsibility and ownership of work assignments. Ability to be purposeful in interactions, to be mindful of style differences, and to communicate effectively with others. Ability to work effectively with co-workers using a team-based approach.

To apply, please send a cover letter and resume to info@ridlc.org, subject line "Legal Advocate Position".