



Elmer L. Cerano, *Executive Director*

PLEASE POST

Michigan Protection and Advocacy Service, Inc. (MPAS) has an immediate, full-time (37.5 hours a week) Advocate position for the CAIR (Community and Institutional Rights) Team located in the Lansing office.

Must possess a Bachelors degree in human service. Must have relevant experience in human services, disability rights or conducting investigations. Must demonstrate effective communication and problem solving skills, and knowledge of systems providing services to people with disabilities.

Annual salary range: \$34,902 – \$38,084, depending on experience.

MPAS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, sexual orientation, political belief, creed, national origin, marital status, or disability.

Interested applicants please forward a letter of intent and resume to:

Camilia Limas
Michigan Protection and Advocacy Service, Inc.
4095 Legacy Parkway, Suite 500
Lansing, MI 48911
517-487-1755
517-487-0827 (FAX)

Deadline for Applications: Open until filled

Main Office:
4095 Legacy Parkway, Suite 500 • Lansing, MI 48911-4263
517.487.1755 (Voice or TTY)
800.288.5923 (Information and Referral)
517.487.0827 (Fax)

Marquette Office:
129 W. Baraga Ave., Suite A • Marquette, MI 49855-4644
906.228.5910
866.928.5910 (Toll Free)
906.228.9148 (Fax)

MPAS web site: www.mpas.org

MICHIGAN PROTECTION AND ADVOCACY SERVICE

Position: Advocate – CAIR (Community and Institutional Rights) Team

Reports to: Director of Advocacy

This position provides advocacy, information and referral, facility monitoring and reporting to a wide range of people with a variety of disabilities. As such, issue team assignments may vary from time to time, depending on the needs of the agency.

Qualifications: Required

1. Bachelor's degree in human service area and relevant experience in human services, disability rights or investigation experience.
2. Demonstrated effective communication and problem solving skills, including ability to mediate, negotiate, manage groups and individuals.
3. Demonstrated ability to organize and prioritize complex tasks.
4. Basic skills in using computers, including word processing and database.
5. Demonstrated commitment to the civil rights of all people and the ability to work with individuals from a variety of disability characteristics and cultural backgrounds.
6. Demonstrated ability to work independently and as a member of a team. Must be a self starter.
7. Demonstrated knowledge of systems providing services to people with disabilities.
8. Ability to maintain confidentiality.
9. Willingness to travel and to work evenings and weekends when necessary.
10. Skills to effectively deal with and negotiate through confrontational situations and stressful interactions.

Qualifications: Preferred

11. Experience in monitoring conditions and systemic issues in facilities.
12. Knowledge of public health systems and services in Michigan.
13. Working understanding of the rights protection, special education, mental health, child welfare, and juvenile justice systems in Michigan.
14. Ability to be flexible in work assignments.
15. A congenial personality and a sense of humor.

Responsibilities:

1. Provides timely investigation and direct advocacy assistance, including information and referral, technical assistance and representation to clients in accordance with agency policy/procedures and priorities.
2. Establishes and maintains presence in assigned facilities and monitors conditions and systemic issues as required to meet priorities and objectives. Identifies and reports significant issues, problems or concerns to appropriate MPAS team(s).
3. Works as a team member with other staff on approved projects.
4. Contributes to the development of written material, *EXCHANGE* or other publications, in accordance with agency goals and objectives.
5. Assists with the development, evaluation and implementation of priorities, goals, objectives and work plans.
6. Follows Casework Standards and guidelines of agency and maintains complete confidentiality and documentation of advocacy efforts.
7. May provide analysis and response to proposed legislative, regulatory and/or policy changes proposed by federal and/or state agencies or other appropriate entities, as assigned.
8. May design, implement and evaluate training programs and workshops for persons with disabilities, parents/guardians, consumer groups, service providers, and others regarding the rights of persons with disabilities.
9. Assists in providing technical assistance and consultation to other staff or interns about case strategies and/or case management.
10. Establishes and maintains effective working relationships with advocates, service providers, and consumer groups.
11. Contributes to monthly, biannual and annual reports to inform the Board of Directors, Advisory Council, and Executive Staff of intakes, case and project activities.
12. Regularly attends team area and agency staff meetings as required.
13. Completes administrative requirements and necessary documentation required by the agency.
14. Perform related duties as assigned.