

# DISABILITY RIGHTS NEW YORK

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Disability Rights New York (DRNY) is seeking a Director of the Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program. On June 1, 2013 DRNY became New York State's designated Protection and Advocacy System and Client Assistance Program (P&A/CAP). As such, we assumed responsibility for the provision of all the P&A/CAP Programs in the state. The Director will oversee the coordination and administration of all aspects of the state-wide PAIMI program including planning, organizing, staffing, leading, and controlling program activities.

## **Primary Duties and Responsibilities**

The PAIMI Director performs a wide range of duties, including the following:

- Ensure a coordinated provision of PAIMI services, including services provided by the contractors during the transition period.
- Ongoing review of all open PAIMI files to ensure compliance of all relevant legislation and professional standards.
- Quality assurance review of all closed PAIMI files to insure the program operates within the policies and procedures of the organization.
- Ensure that the proper PAIMI reports are completed, including required information in **Disability Advocacy Database (DAD)**.
- Ensure that activities focus on and accomplish the Priorities and Goals of the PAIMI program.
- Ensure that the PAIMI program is addressing individual and systemic problems.
- Act as Liaison with the PAIMI Advisory Council, recruiting members to the Council where and when appropriate.
- Ensure appropriate outreach to every County in the State.
- Carry a caseload of PAIMI cases and/or co-counsel PAIMI cases as needed.
- Oversee the statewide provision of PAIMI services, including the supervision of the contractors during the transition period.

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization.
- Develop new initiatives to support the strategic direction of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Ensure that program activities in consultation with the Executive Director, recruit, interview and select well-qualified program staff.
- Implement the human resources policies, procedures and practices of the organization.
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.

### **Qualifications**

- Member in good standing of the New York State Bar.
- Minimum of 10 years' experience.
- Management experience highly desired, including the ability to manage remotely.
- Knowledge of the P&A system highly desired.
- Excellent communication skills.
- Ability to work efficiently, independently and collaboratively.
- Demonstrated interest and commitment to public interest law.
- Experience in working with and for people with disabilities.
- Administrative hearing and litigation experience.
- Experience with law reform or other complex litigation highly desirable.

- Individual advocacy experience.

The PAIMI Director should also demonstrate competence in the following:

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Communicate in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Working Conditions**

Director usually performs work in an office environment but the mission of the organization may sometimes take them to non-standard workplaces. This position may be located in either Albany or NYC. The Director will be expected to travel within and without the state as necessary.

Salary: \$90,000 - \$125,000 DOE, with excellent benefits.

Interested candidates please send resumes to [GF@disabilityadvocates.org](mailto:GF@disabilityadvocates.org) by October 4, 2013.

DRNY is an Equal Opportunity Employer and encourages individuals with disabilities to apply.