

DISABILITY RIGHTS NEW YORK

DISABILITY ADVOCATES, INC.
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Disability Rights New York (DRNY) is seeking a Director for the Protection and Advocacy of Individual Rights (PAIR). 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 PAIR program including planning, organizing, staffing, leading, and controlling program activities.

Primary Duties and Responsibilities

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

- Ensure a coordinated provision of PAIR services, including services provided by the contractors during the transition period.
- Ongoing review of all open PAIR files to ensure compliance of all relevant legislation and professional standards.
- Quality assurance review of all closed PAIR files to insure the program operates within the policies and procedures of the organization.
- Ensure that the proper PAIR reports are completed, including required information in **Disability Advocacy Database (DAD)**.
- Ensure that activities focus on and accomplish the Priorities and Goals of the PAIR program.
- Ensure that the PAIR program is addressing individual and systemic problems.
- Act as Liaison with the PAIR Advisory Council, recruiting members to the Council where and when appropriate.
- Ensure appropriate outreach to every County in the State.
- Carry a caseload of PAIR cases and/or co-counsel PAIR cases as needed.
- Oversee the statewide provision of PAIR 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 PAIR 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: \$85,000 - \$120,000 DOE, with excellent benefits.

Interested candidates please send resumes to GF@disabilityadvocates.org by October 4, 2013.

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