



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DISABILITY RIGHTS ADVOCATE

Job Number: 20001892
Job Code: 98490V231116
Job Group: 9800 - LAW
Job Established: 11/16/1989
Job Revised: 11/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties as a non- attorney advocate for the rights of persons with disabilities under the direct supervision of an attorney. Provides training to community-based advocacy groups. Provides information and referral services related to disabilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in special education, psychology, social work, counseling, nursing, behavioral science, rehabilitation, mental health professions or a field related specifically to people with disabilities.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in working with people with disabilities.

Substitute EDUCATION for EXPERIENCE:

Graduate work in law or in a field relating specifically to people with disabilities will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Work advocating for the rights of persons with disabilities will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Investigates complex issues, cases, and complaints concerning clients with disabilities. Attends administrative meetings such as treatment and individual planning meetings to advocate for the rights of clients with disabilities. Interviews clients and interprets unfamiliar terms and procedures utilized during meetings. Participates in systems advocacy projects. Recommends specific data that may be needed to determine the appropriate type of programming or treatment for an individual client. Obtains client's case direction and asserts client's specific recommendations for programming or treatment changes or additions when appropriate. Informs clients, parents, guardians, and others of due process and other substantive rights of the client. Conducts training sessions for advocates, agency personnel, advisory board members, persons with disabilities, parents and interested citizens. Ensures rights afforded to persons with disabilities are protected. Meets with public officials and the general public for informational exchange. Helps plan and implement systems advocacy projects for the benefit of people with disabilities.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting with frequent traveling, sometimes during inclement weather. May occasionally assist persons with disabilities from wheelchairs to automobiles. May be required to discuss contentious issues with clients, parents, or other individuals.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.