



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4511

DISABILITY ADVOCATE

GRADE M

SCOPE OF WORK:

Persons assigned to positions within this class are responsible for the protection and the advocacy for the rights of people with disabilities. The management of these duties involves responsibility for persons in a multi-county region.

DUTIES PERFORMED:

- Receive reports of alleged abuse, neglect, or exploitation of people with disabilities.
- Complete a thorough investigation of allegations and prepare detailed reports for each investigation.
- Receive referrals from individuals with disabilities regarding perceived violations of rights.
- Facilitate the development of a plan or course of action for rights violations.
- Assign and review the work of the support staff.
- Conduct presentations and group training activities on a community, regional, and statewide level.
- Develop and maintain current files for each case of client representation.
- Identify system problems that impact on the rights of people with disabilities.
- Implement a range of strategies to aid in resolving issues in favor of individuals with disabilities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in special education, sociology, or social work and three years of professional experience working with people with disabilities; or a bachelor's degree and four years of experience working with people with disabilities.

Eff. Date: 08/94

Revised: 09/96 – Reviewed class to redefine responsibilities as a result of legislative change. Changed pay grade.

Rev: 07/12 – Conversion to Hay System