**About Us**

Disability Rights Legal Center (DRLC), established in 1975, is a leading and innovative non-profit organization dedicated to championing the rights of people with disabilities through litigation, education, and advocacy. The Community Advocacy Program (CAP) serves as the first point of contact for individuals seeking assistance from DRLC. CAP connects individuals in need of legal assistance with resources and referrals, including:

* Collaborating with DRLC’s litigation team to investigate matters for potential representation;
* Providing resources and referrals;
* Conducting community trainings to educate the community on their disability related rights.

CAP serves approximately 1,500 individuals per year.

The CAP Coordinator, under the supervision of the Manager of Administration will be responsible for the following:

* Handle all initial requests for assistance received by DRLC through CAP’s intake line, voicemails, web, in-person inquiries, electronic mail, and U.S. mail.
* Interview individuals with requests for assistance to obtain basic information, determine nature of the problem and desired resolution;
* Assess incoming intakes for appropriate and adequate information and contact callers to obtain additional information.
* Provide information and referral assistance to callers when issue and/or caller are not eligible for full intake or as instructed by Litigation Staff.
* Input data and maintain DRLC’s database on all individuals who request assistance.
* Ability to perform several different tasks during the day and input data/information.
* Prepare trainings and information on CAP systems to train volunteers and interns.
* Train volunteers and interns on CAP systems.
* Manage the technical set up of volunteer and intern computers and remote access, collaborate with Benchmark to ensure proper setup for volunteers and interns.
* Conduct intakes and manage a caseload of intakes from inception to completion.
* Draft and send closing letters & other correspondence as instructed, light office duties.
* Participate in litigation meetings, take notes on all intakes and open CAP investigations.
* Contribute to self-help, know your rights and other written materials.
* Prepare and run CAP related reports and analyses as needed.
* Participate in community outreach as needed.
* Prioritizing Intakes, Assigning Intakes, & Reviewing Intakes.
* Supervising- Undergraduates and volunteers
	+ Set up with systems and train
	+ Review and reconcile time.
	+ Weekly meetings – Each week we meet with the students and volunteers. Review intakes, address procedural issues, and troubleshoot questions.
	+ Review weekly journals and projects as assigned.
	+ Be point of contact and oversee undergraduate students from inception to completion of internship experience.
* ULV students
	+ Set up with systems and train.
	+ Review and reconcile time.
	+ Weekly meetings –Review intakes, address procedural issues, and troubleshoot questions.
	+ Manage weekly ULV clinic meetings with ULV Senior Staff Attorney.
* Reviewing Closing Letters.
* Review each intake for substance and determine if additional information is needed.
* Participate in the bi-weekly Litigation meetings. Prepare the case review sheet for the meetings and present each intake at the meeting.
* Case Review Sheet: Complete a Weekly Case Review Sheet.
* CLRC and CAP Reporting- Prepare monthly, quarterly and yearly reports detailing call and intake statistics.
* Check DRLC general e-mail on a daily basis.
* Other duties as assigned.

**Salary/Benefits**: Salary is $34,000/yr. Benefits include 100% employer paid health, dental, vision, group life, and long term disability coverage. 15 days of paid vacation plus company holidays. Eligible to participate in AFLAC coverage and a 401(k) plan.

**Qualifications**:

• College degree REQUIRED

• Spanish fluency REQUIRED

• Competency in Adobe Acrobat, Word, Excel, and PowerPoint

• Ability to master and use database management software (DRLC will provide training)

• Demonstrated project management skills, including tracking and meeting deadlines, managing competing priorities, working under pressure and communicating with team members

• Attention to details

• Highly motivated, responsible and able to work independently

• Flexibility to assist with a broad range of projects

The CAP Coordinator will work from the LA Office (350 S. Grand Ave.). It will be required to travel to Inland Empire Office and to community outreach events on a periodic basis.

**Open until filled**. Please do not apply if you do not meet all of the required qualifications.

Email resume, cover letter, and references to Anabel Prudencio: Anabel.Prudencio@drlcenter.org. Please state in the subject line: CAP Coordinator Position, and **Your Name**.

For more information on the Disability Rights Legal Center visit: [www.drlcenter.org](http://www.drlcenter.org)

**Persons with disabilities, persons of color, women, and other minorities are strongly encouraged to apply**