



## **Assistant Clients' Rights Advocate 1 (Bilingual-English/Spanish) Office of Clients' Rights Advocacy (OCRA)**

**Location:** 825 Howard Street, San Francisco (GOLDEN GATE REGIONAL CENTER)  
And Berkeley (REGIONAL CENTER OF THE EAST BAY)

**Hybrid (Minimum 1 day in San Francisco Regional Center and 1 day in Berkeley Regional Center per week)**

**Individuals who are Deaf or Disabled are encouraged to apply.**

**SALARY RANGE (Depending on Experience):** \$25.64 hr – \$30.22 hr / \$50,000 - \$58,922 annually.

We base salary and position offers on experience and an internal equity analysis.

**Employment Status:** Non-exempt; Regular; Full time (37.5 hrs)

**EXCELLENT BENEFITS** including 8% 401k Match, an LRAP (Loan Repayment Assistance Program) that pays up to \$300 per month depending on salary and debt, and a language differential of up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance, and flexible spending accounts (medical, dependent care, and commuter). Additionally, we offer ample vacation, sick/self-care leave eighteen paid holidays (including the last week in December), and more.... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

**Application Deadline: *Open until filled.* Applications should be received by June 18, 2024, to be considered for the first round of interviews.**

### **WHO WE ARE**

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

## **OFFICE OF CLIENTS' RIGHTS ADVOCACY**

DRC has a contract with the Department of Developmental Services (DDS), State of California, to provide Clients' Rights Advocacy services for clients of each of the 21 regional centers located statewide. That contract funds the Assistant Clients' Rights Advocate (ACRA) position. We are a team of zealous advocates and disability generalists who are building a culture of teamwork and working for a world where all disabled people have power, are treated with dignity and respect, and make their own decisions.

## **PURPOSE OF THE JOB**

The ACRA assists and advocates for people with developmental disabilities who are regional center clients, including people who reside in state developmental centers and community facilities. The ACRA is primarily responsible for clerical and administrative support for the office, which provides information, advice, and representation on a wide range of legal topics impacting people who receive regional center services. Examples are special education, Social Security, IHSS, healthcare and insurance, and living in the community.

The ACRA works under the direct supervision of a clients' rights advocate and in collaboration with other OCRA advocates and attorneys in their advocacy and outreach efforts.

This position is in a location convenient to the regional centers and is eligible for a hybrid schedule working both remotely and in-office. This position will support the work of OCRA's teams for clients of Golden Gate Regional Center and Regional Center of the East Bay. The ACRA may work remotely up to three days per week and will work at least one day per week from the San Francisco office currently at 825 Howard Street, and the new Berkeley office scheduled to open later this year in downtown Berkeley.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma or general education degree (GED); plus 1 – 2 years related experience or training.
- Able to communicate fluently and write effectively in Spanish, including the ability to interpret and translate.

## **DESIRED QUALIFICATIONS**

- Associate degree in a related field from a two-year college or technical school, OR Bachelor's degree in a related field from a four-year college or university, OR equivalent combination of experience and training.
- Knowledge of statewide resources available to people with developmental disabilities.
- Experience reviewing medical or educational records.
- Contacts with disability organizations and/or within disability communities.
- Experience with or extensive contacts in ethnic or language distinct communities.
- Experience providing training to a diverse range of people.
- Life experience as a person with a disability or direct experience as a caregiver of a person with a disability.
- Proficiency with Windows-based computer applications including Microsoft Office and case management software.
- Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including people with disabilities, administrators, advocacy groups, and the public, and to maintain confidentiality in all matters.

## **BILINGUAL ABILITY**

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. Can write clear, detailed texts on a variety of subjects related to his/her field of interest, synthesizing, and evaluating information and arguments.

## **TRAVEL REQUIREMENTS**

Occasional travel required. Ability to travel occasionally for activities such as out-of-town meetings, team meetings, training, or outreach activities up to 10% of the time. More travel may be required to meet program or contract requirements.

## **WORKING CONDITIONS**

The following describes the general working conditions and requirements of the job, which can be performed with or without disability-related reasonable accommodations.

- Duties are performed in office and home environments and the field in a wide range of settings, including courthouses, congregate care or other institutional settings, and community agencies.
- Duties frequently require sitting and communicating with others.
- Must be able to transport oneself to work-related meetings, hearings, facilities, and settings where clients live.

**Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).**