



DISABILITY RIGHTS CENTER - NH

Advocating for the legal rights of persons with disabilities

Position Title: Institutional Rights Monitor

Job Type: Part Time Non-Exempt (15-20 hours per week)

The general responsibility of the Institutional Rights Monitor is to monitor conditions in NH's institutions and advocate for the rights of residents with disabilities.

For more information on the work of Disability Rights Center – New Hampshire, visit www.drcnh.org.

Responsibilities

1. Establish and maintain presence in assigned institutions, which may include nursing homes, prisons or psychiatric hospitals, serving children or adults with disabilities which may be located across the state. At assigned facilities:
 - a. Observe and record conditions.
 - b. Interview residents.
 - c. Educate residents, including children and adults about their rights and assist them in advocating for themselves.
 - d. Report significant issues and concerns to assigned staff.
 - e. Conduct outreach and training in institutions about a variety of topics including voting rights, access to assistive technology, and other topics as assigned.
2. Assist in investigations of abuse, neglect or rights violations in institutions.
3. Assist in the identification and evaluation of potential institutions to be monitored, in collaboration with DRC-NH's legal staff.
4. Review and assess data and reports on conditions including licensing and certification reports, reports of abuse or neglect and legislative reports.

5. Attend meetings of consumer groups, service-providers, and other appropriate bodies as requested.
6. Document activities in accordance with agency policies.
7. Perform other duties as required.

Qualifications

1. Associated degree or paralegal certificate required. Bachelors' degree in social work or other human services preferred.
2. Basic computer skills, including word processing and databases.
3. Demonstrated commitment to civil rights, including the rights of people with disabilities. Understanding of New Hampshire's disability laws, services and communities preferred.
4. Effective communication and problem-solving skills including the ability to negotiate on behalf of clients and collaborate, communicate and mediate in various situations as needed
5. Commitment to imparting essential information to persons with disabilities so they can better advocate for themselves.
6. Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, working well under pressure and maintaining confidentiality.
7. Demonstrated ability to effectively work independently and in a team environment.
8. Dependable automobile, valid driver's license and current liability insurance.
9. Willingness to travel, including occasional overnight and out of state travel.
10. Willingness to occasionally work in the evenings or on weekends, when necessary.

DRC-NH values diversity in the workplace. DRC-NH is an equal opportunity employer and persons with disabilities are encouraged to apply.

Salary based on experience.

Application Process

To apply, send resume and cover letter detailing your commitment to disability rights and interest in the position to hr@drcnh.org. Please note the title of the position for which you are applying in the subject line of the email.

Note: DRC-NH is currently advertising for two-part time positions (Communications Specialist and Institutional Rights Monitor) but will consider hiring one full time person for a combined position. If interested, please note in your cover letter.

Disclaimer

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice.