Legal Employment Advocacy Internship

Job Description

Title: Employment Advocacy Intern
Primary Focus: Employment Advocacy and Case Law Research
Qualifications: Paralegal and Legal Studies
Supervisor: Trina Edmondson

Summary
The person will work closely with the Supervisor to complete tasks related to legal employment advocacy for people with disabilities and case law research. These tasks will be guided by activity charts to measure achievements and meet objectives.

This position will focus on case law research and legal employment advocacy for persons with disabilities.

The activities in this position will result in the following outcomes.
1. Writing and completing legal briefs
2. Creating equal employment opportunities for people with disabilities.
3. Job placement

Expected Duties and Responsibilities
A. Actively participate with Supervisor in the implementation of the developed work plans.
B. Research case law by internet and law books.
C. Interviewing and investigating.
D. Communicating with employers.
E. Research on employment discrimination.
F. Occasional worksite evaluations for accommodations.
G. Access to Westlaw database preferred.
H. Document completed objectives in a daily activity chart or journal.
I. Additional job-related duties as assigned

Expected Skills and Attributes
- Commitment to the IL movement and philosophy of person-first perspective which supports DAKC's mission and core value.
- Interpersonal skills and ability to participate in and work to build a collaborative team.
- Professional written and oral communication skills.
- Ability to follow direction and take initiative, with good time management and organizational skills.
- Accountability to consumer confidentiality.
- Recognition of colleague and consumers' strengths and facilitation of empowerment principles.
➢ Maintain a positive, strong, credible, professional, and interpersonal relationship with all parties relevant to DAKC programs and projects, and represent the best interests of DAKC at all times.

➢ Familiarity with Microsoft Office™ program applications, e-mail, and Internet research.

Qualifications and Important Requirements

➢ **Education**: Paralegal or legal studies

➢ **Work Environment and Physical Abilities**: The person in this position is expected to communicate with volunteers, team members, the Director, Board members and outside entities to successfully perform functions of the job.

Impact on Programs, Services, and Operations

This position provides integral and necessary functions for the success of the HAT Department, DAKC’s operations, and the community at large. It serves as a resource in supporting DAKC’s mission and promoting DAKC’s core values through the achievement of identified outcomes for consumers and community entities.

**Required Communication**

<table>
<thead>
<tr>
<th>Person/Group</th>
<th>Frequency</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Supervisor</td>
<td>weekly</td>
<td>Direction, Instruction, Guidance, Evaluation, Updates</td>
</tr>
<tr>
<td>Other DAKC staff</td>
<td>weekly</td>
<td>Collaboration</td>
</tr>
</tbody>
</table>

Intern Signature ___________________________ Date ____________

Supervisor Signature _________________________ Date ____________