

PROTECTION & ADVOCACY SYSTEM, INC.

LEGAL DIRECTOR - Position Description

Protection & Advocacy System, Inc. (P&A), a Wyoming non-profit corporation and the state's Protection and Advocacy (P&A) agency designated to receive federal funds to protect and advocate for the legal rights of eligible people with disabilities, seeks a dynamic and experienced person to fill the position of Legal Director.

P&A's mission is to protect and advocate for the human and legal rights, interests, and welfare of Wyomingites with disabilities; promote, support, and assist Wyomingites with disabilities in understanding and controlling those systems and processes which directly affect their lives; and foster the development, availability, and accessibility of services which increase the opportunities available to Wyomingites with disabilities to live their lives as fully, independently, and productively as possible. P&A has served as Wyoming's designated P&A agency since 1977 and is a member of the National Disability Rights Network (NDRN).

RESPONSIBILITIES

The Legal Director is responsible for representation of persons with disabilities related to allegations of abuse, neglect or violation of rights based on disability including individual cases and systemic reform and supervision duties of specified P&A program staff. This position serves as the PAIMI Program Coordinator, PABSS Program Coordinator, and Representative Payee Project Manager and will work in assigned P&A programs and projects.

ESSENTIAL FUNCTIONS

- Represents eligible clients in pursuing legal and other remedies
- Assists with program casework in accordance with agency policies and procedures, determining when P&A has jurisdiction to act; identifying issues, determining a course of action, developing and implementing appropriate advocacy strategies and negotiating solutions in consultation with the CEO, responsible for P&A settlement agreements that meet all deadlines and other P&A commitments
- Assists with strategic planning and establishment of priorities and objectives for P&A programs and provides recommendations, potential issues and risks to the CEO on an ongoing basis
- Follows Wyoming Supreme Court standards of professional conduct, including any changes or updates to those standards
- Serves on assigned task forces, councils, and committees and provides verbal or written summaries of those activities to immediate supervisor, including an analysis of risks, issues, recommendations and areas related to P&A
- Assists with P&A program administrative and legal functions including assisting with conflict checks, legal resource or library recommendations, case meetings
- Obtains the Chief Executive Officer's approval prior to the filing of a judicial action to ensure compliance with agency priorities, policies, and procedures
- On an ongoing basis, tracks external cases, federal and state laws affecting persons with disabilities, pertinent rules and regulations, agency state plans, and other subject areas and is

able to provide an update to the CEO, including advising the CEO on changes affecting potential and existing P&A cases

- Employs careful judgment in handling legal matters and determines when the agency has jurisdiction to act on behalf of a client or the client's legal representative
- Increases public awareness of P&A programs through meetings, development and distribution of publications, statewide training, public relations programs, and other public information and educational activities
- Prepares correspondence and other work, including but not limited to, writing and editing procedures, policies, rules, regulations, legislation, reports, portions of the program performance reports, including preparing the PABSS Program Performance Report, grants, handbooks, brochures, fact sheets, seminar and training documents, and other written projects
- Processes and prepares summaries and highlights of proposed Wyoming State Legislature bills that relate to P&A programs
- Coordinates matters involving outside counsel, keeping the CEO timely apprised
- Acts as a positive mediator to help resolve case, personnel and other complaints at the lowest level
- Proficient with computer programs including word processing and other software programs required to fulfill job duties and is able to operate standard office equipment
- Prioritizes and tracks work assignments for persons supervised and consults with staff who have supervisory duties to ensure the timely opening and closing of case files regarding client matters and assesses situations to determine the importance, urgency, and risks and makes timely decisions which are in the best interests of the organization
- Serves as the immediate supervisor of the Staff Attorney and assigned Senior Program Administrators, and prepares their annual performance evaluations
- Performs other related duties, as assigned

QUALIFICATIONS & MINIMUM EXPERIENCE REQUIREMENTS:

- Knowledge of the needs of people with disabilities
- Knowledge of federal and state laws affecting persons with disabilities, pertinent rules and regulations, agency state plans, and related subject areas
- Employs excellent oral and written communication skills
- Ability to practice law in Wyoming
- Member in good standing of the Wyoming State Bar
- Ability to travel statewide

LOCATION and TRAVEL:

Location – Cheyenne, Wyoming

Travel – The position requires occasional travel outside of the business day or weekend. Ongoing meeting and training opportunities are necessary throughout the year, although some meetings continue to be available virtually.

EMPLOYMENT BENEFITS:

P&A offers a competitive salary commensurate with experience. Fringe benefits include medical, vision, dental, life and AD&D, 401(k), FSA/HRA, accrued vacation and sick leave, and paid holidays. A relocation stipend will be negotiated.

P&A is an Equal Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, protected veteran status, disability status, marital status, genetic information, or any other characteristic protected by law.

P&A serves under federally funded grant programs and is a drug free workplace.

APPLICATION PROCEDURE: In order to receive full consideration, **applicants should submit their documents by November 30, 2025.**

Documents and Information to submit:

- 1. Cover/Introduction Letter** - include reason for applying for this non-profit, professional position and any salary requirements.
- 2. Resume**
- 3. List of at least three professional references** who can speak to your work. List names, phone numbers, and email addresses.

Completed Information Packets for Consideration can be emailed to:

Search Committee

CEO@Wypanda.com