The FAIR case manager, housed in DRLA’s New Orleans office, will provide formerly incarcerated people with disabilities with the financial coaching and case management services they need in order to achieve their employment and financial goals. FAIR Case Managers adapt to and accommodate the needs of individuals with physical, behavioral, intellectual, and mental health disabilities.

A FAIR Case manager will:

- Work closely with young adults, adults, and seniors with physical, behavioral, intellectual, and mental health disabilities who are formerly incarcerated, without regard to the nature of their disability or prior criminal charges.
- Provide financial coaching and case management services to up to 60 new intakes per year, depending on institutional capacity.
- Help clients identify their employment and financial goals and barriers. Collaborate with clients to establish and execute action plans to address barriers to their goals.
- With clients’ permission, review sensitive and personal information with clients, including but not limited to: health challenges, credit reports and credit scores, savings balances, debts, household income and expenses, trauma, and the impact of prior criminal charges.
- Comprehensively and confidentially maintain electronic case files. Regularly document action plans, actions completed, income changes, employment changes, debt changes, and credit changes. Consistently update and upload case notes and documents.
- Provide FAIR participants with general information about how income changes may impact public benefits, assist participants in applying for benefits, and help participants resolve benefits issues.
- Assist participants in developing resumes and cover letters and applying for jobs.
- Provide technical assistance to clients in accessing or using cell phones, computers, email, and websites relevant to public benefits and job opportunities.
- Refer participants to, and coordinate services with, relevant vocational, legal, housing, education, transportation, and healthcare providers.
- Build program capacity and maintain relationships with community and state agencies, through participation in community events, meetings, trainings, and outreach presentations.
- Fulfills other duties in a timely manner, as assigned.

Preferred Qualifications:

- Lived experience with disability and/or incarceration;
- Experience working with individuals involved in the criminal justice system;
- Experience working with people with disabilities;
- Experience in case management, client advocacy, financial coaching, and/or providing employment supports; and/or
• Bilingualism.

**Necessary Skills:**

• Good interviewing skills.
• The ability to successfully complete trainings, including but not limited to: Change Machine’s financial coach training, and SAMHSA’s SOAR Program, and Virginia Commonwealth University’s Introductory Training on Benefit Work Incentives and Employment Supports.
• Organizational, analytical, and problem-solving abilities, attention to detail, and ability to handle multiple priorities.
• Verbal and written communication skills with diverse audiences.
• Basic math skills.
• Computer proficiency; specifically, the applicant must be proficient in use of Gmail and Google applications, Word Processing, Excel, PowerPoint, web browsing, and must learn to use the agency’s timekeeping, phone/voicemail and data management software.
• Must possess a dependable transportation for use throughout the greater New Orleans area.
• Ability to meet with clients and partners in local jails, prisons, and probation and parole offices.
• Attendance at scheduled meetings with DRLA staff, the Community Advocacy department, and FAIR team members.
• Adherence to policies and procedures as delineated in the DRLA Policies and Procedures Manuals.

**Program Description:**

The FAIR program at Disability Rights Louisiana (DRLA) works to improve the employment and financial outcomes of formerly incarcerated people with disabilities in the Greater New Orleans Area. FAIR empowers formerly incarcerated people with disabilities to achieve economic security, and live integrated lives in the community.

DRLA is the designated non-profit Protection and Advocacy agency providing free legal and advocacy services to people with disabilities throughout the state. DRLA protects, empowers, and advocates for the human and legal rights of people with disabilities living in Louisiana, in order that they may live an integrated life in the community, free from abuse, neglect and exploitation.

An official job description is available upon request.
Benefits and Compensation

DRLA offers a competitive benefits package including:
- Health insurance (with agency contribution)
- Dental insurance
- Vision insurance
- Long-Term disability insurance
- Basic life insurance (fully paid by the agency)
- Voluntary life insurance
- Accident insurance
- Hospital indemnity insurance
- 401(k) retirement plan (with agency match and profit sharing plan)
- Flexible Spending Account (with agency contribution)
- Paid Time Off (vacation, sick, holidays)

Salary Range and Benefits

The starting salary may range from $38,000 - $40,500 depending on experience.

Applications

To apply, please submit a cover letter and resume to hr@disabilityrightsla.org. Applications will not be accepted without an accompanying cover letter specifically addressing what you offer to the FAIR Program and DRLA generally.

Equal Opportunity

Disability Rights Louisiana values diversity among our employees and is an equal opportunity employer. DRLA hires without regard to race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other protected characteristic.

We strongly encourage individuals from underrepresented groups to apply.

Disability Rights Louisiana endorses and supports the intent of the Americans with Disabilities Act of 1990 (ADA) and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees needing accommodations.