

Investigator -Representative Payee

Department: Protection and Advocacy	Location: Various – Home office
Reports to: Managing Attorney	NEW!
Classification: Grade F	FT Exempt

Job Summary

The Investigator will be responsible for scheduling, conducting and completing detailed reports on compliance reviews of both organizational and individual representative payees as assigned by the Social Security Administration under DRW's new Protection and Advocacy for Beneficiaries with Representative Payees program. Working under the direct supervision of the Program Supervisor, the Investigator will engage in statewide site visits to beneficiaries' homes and residential facilities using Social Security Administration procedures which include personal interviews, financial record reviews; detailed tracking of these reviews; adherence to strict procedural time-lines for completion and submission of final reports to federal partners. The field reviews and educational visits are conducted to verify that the representative payee is using the benefits properly on behalf of the beneficiary and carrying out the responsibilities and duties correctly.

Job Responsibilities

- Conduct site reviews, investigations and educational visits with individual and organizational representative payees throughout the state following strict timelines and site visit procedures.
- Interviewing representative payees, beneficiaries and others, examining financial records and documenting observations.
- Work with supervisor, other investigators and administrative staff in scheduling, site-visits and reporting duties.
- Ability to effectively communicate complex concepts clearly and effectively both orally and in writing.
- Manage caseload in a timely manner, following all Social Security guidelines regarding procedural steps and deadlines.
- Submit investigative reports to supervisor for review and approval before final submission to national organization.
- Maintain a secure home office.
- Substantial travel throughout Wisconsin.
- Attend regular team meetings through skype and in person upon request.
- Identify and document potential situations of abuse, neglect, exploitation or other rights violations.

MINIMUM QUALIFICATIONS

1. Bachelor's or Associate's degree in an area related to the provision of advocacy services to vulnerable populations or equivalent experience.

2. Direct (paid or unpaid) experience with people with disabilities or other vulnerable populations.
3. 3 years direct experience conducting investigations such as site visits, compliance audits or other regulatory matters.
4. Demonstrated history of strong attention to detail and strict adherence to timelines.
5. Demonstrated experience doing financial record keeping using basic accounting principles.
6. Excellent listening and verbal skills; professional written communication skills.
7. Demonstrated commitment to social justice issues.
8. Basic computer skills, including email, word processing and use of the internet.
9. Reliable transportation and ability to travel statewide.
10. Security background investigation and approval by United States Government is required for this position.

PREFERRED QUALIFICATIONS

1. Direct contact with persons from culturally diverse backgrounds.
2. Experience providing outreach, training and/or technical assistance.
3. Demonstrated ability to work both independently and as part of a team, and ability to manage a high volume of tasks.
4. Bilingual fluency in Spanish and/or American Sign Language (ASL)

Starting Salary range: \$40,000-\$52,000, DOE.

Application: Submit the following in either Microsoft Word or PDF format, detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

- **1-2 page resume**
- **separate 1-2 page cover letter**
- **affirmative action form** (*optional and attached below—can be mailed separately*)

Submit by **Midnight, Sunday, July 8, 2018**. Applications received after deadline or applications that do not follow the requirements will not be considered.

Apply online at: <http://www.disabilityrightswi.org/about/careers/>

DRW is an equal opportunity/affirmative action employer committed to a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. *Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*