

PROGRAM SUPERVISOR -Representative Payee

Department: Protection and Advocacy	Location: Milwaukee or Madison
Reports to: Managing Attorney	NEW!
Classification: Grade I	FT Exempt

Job Summary

The Program Supervisor will be responsible for the day-to-day activities of DRW's new Protection and Advocacy Program for Beneficiaries with Representative Payees program, working under the direction of the Managing Attorney. The Program Supervisor will directly supervise 2-3 Investigators and an Administrative Assistant to engage in statewide site visits and reporting on both organizational and individual representative payees as assigned by the Social Security Administration. Site visits will include both an in-person interview and financial record review. 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. Interviewing representative payees, beneficiaries and others, examining financial records and documenting observations. At times be co-assigned to conduct reviews with investigators to ensure quality of work.
- Supervision of investigators working remotely in their scheduling, site-visit and reporting duties. Provide caseload oversight, caseload management, monitor the quality and timeliness of individual investigator's work, including documenting regular performance reviews and performance improvement strategies.
- Ensure strict compliance with all programmatic and individual case timelines.
- Review and approve investigator's reports before final submission to national organization.
- Exercise continuing oversight of multiple fast-moving timelines.
- Assist in various start-up activities to establish procedures, policies and implementation decision making for this new program.
- Track program budget and hours allocations, complete programmatic reporting requirements.
- Prepare and disseminate information on this and other DRW programs and activities.
- Substantial travel throughout Wisconsin.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

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

Starting Salary range: \$50,000 - \$64,000

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.*

