



DISABILITY RIGHTS CENTER - NH

Advocating for the legal rights of persons with disabilities

Position Title: Investigator

Job Type: Part Time Non-Exempt (estimated 18 hours per week)

The general responsibility of the Investigator is to conduct reviews of Social Security Administration Representative Payees. This includes interviewing beneficiaries and Representative Payees, documenting observations, reviewing financial records, identifying possible health or safety violations and drafting reports. The position also includes educating Representative Payees to ensure that they fully understand their duties and responsibilities.

The Social Security Administration appoints Representative Payees for Social Security beneficiaries who SSA has determined are incapable of managing their own funds.

For more information on the work of Disability Rights Center – New Hampshire, visit www.drcnh.org.

Responsibilities

- Conduct site reviews, investigations and educational visits with individual and organizational Representative Payees throughout the state, following strict timelines and site visit procedures.
- Interview Representative Payees, beneficiaries and others, in a variety of settings including private homes and institutions.
- Examine financial records and document observations to assess violations or potential incidents of mismanagement of beneficiary funds.
- Verify Representative Payees are using SSA benefits properly on behalf of beneficiaries, as well as correctly executing all other Representative Payee duties.
- Prepare comprehensive reports detailing the investigation, findings and recommendations.
- Develop corrective action plans to assist Representative Payees in conforming to requirements specified by the Social Security Administration Commissioner.

- Analyze trends and data from investigations to determine if they present systemic issues which may be appropriate for DRC-NH to address, and, with the project management team, formulate strategies for their prevention, reduction or elimination.
- Develop training and education materials and conduct training and outreach activities
- Manage caseload in a timely manner, following all Social Security guidelines regarding procedural steps and deadlines.
- Attend meetings of consumer groups, service-providers, and other appropriate bodies as requested.
- Document activities in accordance with agency policies.
- Perform other duties as required.

Qualifications

- Successful completion of government clearance by the United States Government Office of Personnel Management is required for this position. Clearance must be completed/obtained within the first 3 months of hire.
- Associate's degree in a relevant field or a combination of education and experience closely related to position.
- Direct (paid or unpaid) experience with people with disabilities or other vulnerable populations.
- Demonstrated history of strong attention to detail and strict adherence to timelines.
- Functional knowledge in basic financial record keeping using basic accounting principles (preferred).
- Experience conducting investigations such as site visits, compliance audits or other regulatory matters (preferred).
- Demonstrated commitment to civil rights, including the rights of people with disabilities. Understanding of New Hampshire's disability laws, services and communities preferred.
- Ability to communicate complex concepts clearly and effectively both orally and in writing.
- Basic computer skills, including word processing and databases.
- Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, working well under pressure and maintaining confidentiality.

- Demonstrated ability to effectively work independently and in a team environment.
- Dependable automobile, valid driver's license and current liability insurance.
- Willingness to travel, including occasional overnight and out of state travel.
- Willingness to occasionally work in the evenings or on weekends, when necessary.

DRC-NH values diversity in the workplace. DRC-NH is an equal opportunity employer and persons with disabilities are encouraged to apply.

Salary based on experience.

Application Process

To apply, send resume and cover letter detailing your commitment to disability rights and interest in the position to hr@drcnh.org. Please note the title of the position for which you are applying in the subject line of the email.

Disclaimer

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice.