

POSITION OPENING
Investigator

Disability Rights Rhode Island (DRRI) is an independent, nonprofit legal agency designated as Rhode Island's federal Protection and Advocacy (P&A) System. We are part of the national P&A network created by Congress to help secure and advance the rights of people with disabilities.

We seek an Investigator who has the commitment and experience to assist in investigative work on behalf of people with disabilities whose rights may have been violated. The candidate should have 1-3 years of experience investigating fraud, abuse, or other relevant experience; however, less than 10 years preferred.

Learn more at www.drri.org.

JOB DESCRIPTION

The Investigator reports and is responsible to the Senior Investigator. This is an exempt professional position. The Investigator will assist with conducting investigations, in accordance with DRRI policy, involving allegations of abuse and neglect of persons with disabilities. The Investigator will be responsible for providing investigative assistance to the Investigation Unit, to include, but not limited to: preparing documents and correspondence for approval and review by the Senior Investigator, conducting interviews, reviewing and researching extensive data on public and private congregate facilities, providing prompt responses to clients, extensive review of records, and writing forensic investigative reports. As this position requires a person with the ability to write in-depth detailed reports, a writing sample will be requested during the hiring process.

JOB RESPONSIBILITIES

1. Assists with complex and detailed abuse and neglect investigations involving persons with disabilities, including requesting and reviewing records/documents and other evidence; interviewing witnesses, victims and other relevant persons; coordinating in-field investigations; and conducting facility inspections.
2. Reviews and analyzes medical and other records.
3. Prepares internal reports and memoranda which detail the investigation, findings and recommendations for further advocacy or investigatory activities.
4. Drafts clear and concise detailed written documents, including internal memorandum.

5. Cultivates and maintains effective working relationships with other local, state and federal agencies and organizations involved in preventing, investigating, or otherwise responding to incidents of abuse and neglect.
6. Assists in the development and implementation of systems reform activities.
7. Provides information and short-term assistance to Disability Rights Rhode Island clients and technical support and assistance to legal and advocacy staff.
8. Engages in community-based advocacy, outreach, and training to disability communities and organizations, particularly to underserved communities.
9. Assists with preparing training materials, publications, reports and special projects.
10. Travel within Rhode Island and occasionally outside of state.
11. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

1. Associates degree from a college or university in a related field (e.g., criminal justice, psychology, nursing).
2. Three years experience as an investigator which required the review of records, including medical records, on-line research, interviewing of clients, and analysis and evaluation of facts.
3. Proven ability to conduct complex and sensitive investigations.
4. Ability to communicate effectively in English both orally and in writing.
5. Demonstrated ability to write in-depth detailed reports.
6. Ability to work independently and as part of a team.
7. Ability to take instruction.
8. Basic word processing skills and computer literacy.
9. Experience working with or sensitivity to individuals with disabilities.
10. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

DESIRABLE QUALIFICATIONS:

1. Bachelor's degree or other advanced degree in a related field (e.g., criminal justice, psychology, nursing).
2. Knowledge of licensing or other agencies which specifically address abuse, neglect, crimes, and quality of care issues affecting people with disabilities.
3. Experience working in advocacy or rights protection on behalf of persons with disabilities.
4. Ability to read, write and speak Spanish, or ability to communicate using American Sign Language.
5. Experience in the disability rights movement and/or extensive contacts in the disability community.
6. Experience with and/or extensive contacts in ethnic or language distinct communities.
7. Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse or Gay/Lesbian/Bi-Sexual/Transgender/Intersex (LGBTI) communities.

Salary Range: Depends on experience. DRRI offers a generous fringe benefits package, including: health; dental; life; disability; retirement; flexible spending accounts; paid holiday, sick, and vacation time-off; and company contribution to the retirement plan.

To Apply: Interested applicants should submit: (1) a cover letter; and (2) a resume, by email to contact@drri.org (**subject line: Investigator Application**), or mail to Disability Rights Rhode Island, 33 Broad Street, Suite 601, Providence, RI 02903.

DRRI seeks values-oriented candidates: DRRI serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote behaviors, attitudes and policies that help us work effectively in cross-cultural situations with clients, our co-workers, and our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. We are actively seeking candidates who are committed to these values.

Deadline: Applicants are encouraged to immediately, DRRI seeks to fill this position as soon as possible.

Disability Rights Rhode Island (DRRI) is an equal opportunity employer and is committed to making all personnel decisions without regard to age, race, creed, religion, color, sex/gender, national origin, disability, marital status, citizenship, pregnancy, gender identity, sexual orientation, veteran status, domestic violence victim status, genetic predisposition, or any other status protected by law. Excellent Benefits, including health, vision and dental insurance, paid sick and annual leave, and 403(b).

Qualified persons with disabilities and minorities are encouraged to apply.

Location of the Position: Providence, Rhode Island