

INVESTIGATOR
Representative Payee Program

Disability Rights Rhode Island (DRRI) is an independent, nonprofit law 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.

Established in 1977, we currently administer nine federally funded programs that authorize us to provide legal protection and advocacy across a broad spectrum of disability-related issues. Individually, we provide services to over 1,000 persons with disabilities each year, while our systems advocacy work impacts the broader disability community as a whole

We seek a **Representative Payee Investigator** who will work to review and investigate the suitability of Social Security Representative Payee services and ensure the safety and well-being of Social Security disability beneficiaries. This is critical work that supports and protects the legal rights of highly vulnerable individuals.

Specific duties include, but are not limited to:

- Conducting reviews to ensure suitability of representative payees
- Interviewing beneficiaries and others
- Documenting observations
- Examining financial records
- Gathering information regarding appropriate financial management
- Identifying health and safety violations
- Preparing reports and ensuring data entry pursuant to federal grant requirements
- Educating Representative Payees to ensure that they fully understand their duties and responsibilities

Required Qualifications:

- Bachelors' degree in criminal justice, social work, psychology, or a related field with a minimum two years of relevant experience.
 - Successful candidate must have a federal security clearance – this can be acquired after hire.
 - Highly organized, detail-oriented and analytical.
 - Strong writing skills with the ability to complete and submit reports within stringent required
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time limits.

- Strong ability to: work independently; be accountable for work scheduling and deadlines, and; maintain confidentiality.

Desired Knowledge, Skills and Abilities:

- Ability to work with individuals from a variety of cultural backgrounds.
- Knowledge of systems providing services to people with disabilities, familiarity with Social Security disability benefits.
- Proficiency in oral and written communication, and in using computers for word processing, data collection and communication.
- Ability to identify potential cases of abuse, neglect and exploitation.
- Must be able to travel independently.

Application: To apply, please send a cover letter and resume to: contact@drri.org. Deadline to apply is **February 26, 2021**, or until position is filled. Interested candidates are encouraged to apply early.

Qualified persons with disabilities and minorities are encouraged to apply.

Location of the Position: Remote work is possible.

DRRI is committed to making contracting 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.