LITIGATION/INVESTIGATIONS PARALEGAL
PROVIDENCE, RI

Reports to: Supervising Attorney & Director of Investigations

Disability Rights Rhode Island (DRRI), is a private, nonprofit legal organization located in Providence, RI, with a dedicated team of attorneys, investigators and advocates who work hard to protect and advocate for Rhode Islanders with disabilities. We engage in high-impact individual and class action legal representation, as well as investigation, outreach, public policy, and other non-legal advocacy to advance our mission to assist Rhode Islanders with differing abilities in their efforts to achieve full inclusion in society and to exercise their civil, human, and legal rights.

Disability Rights Rhode Island is part of the national network of Protection and Advocacy (P&A) agencies created by Congress, existing in every state and territory, to help secure and advance the rights of people with disabilities. There are 57 P&As in each of the United States, U.S. territories, and District of Columbia.

Job Summary:

The DRRI Litigation/Investigations Paralegal will be responsible for working with the Supervising Attorney and the Director of Investigations. This position is two-fold but involves an identical skill set as applied. The Litigation/Investigations Paralegal will review, organize and in some cases, develop, documents to support ongoing systemic litigation. The Litigation/Investigations Paralegal will also review and examine financial documents received from Representative Payees (persons responsible for financial assistance of individuals with disabilities), in order to determine if funds are being allocated in accordance with SSA rules and regulations. The two roles are complementary within DRRI’s staffing and work.

Job Requirements:

- Reviewing financial records kept for individual beneficiaries;
- In conjunction with the Rep Payee Investigator, assessing the health, safety, welfare, and protection of rights of Social Security beneficiaries;
- Writing and submitting forms and reports on site reviews and corrective action plans following specified formats by SSA established deadlines;
- Issuing corrective action plans to representative payees when necessary;
- Developing and drafting pleadings, motions, and other documentation in support of ongoing systemic litigation;
• Participate in staff and representative payee trainings.
• Performs other duties as required.

Characteristics and Qualities:

• Excellent attention to detail and organizational skills;
• Ability to work independently;
• Strong capability to serve as a collaborative team member;
• Strong commitment to the human, civil and legal rights of Rhode Islanders with disabilities;
• Experience with litigation support including class actions, federal court litigation and appellate experience a plus;
• Experience with complex analysis of and record-keeping with respect to medical, financial and other records;
• Clarity of communication, specifically with diverse audiences;
• Excellent listener with the ability to consider all perspectives on relevant issues.

Minimum Qualifications:

• Bachelors degree and/or paralegal training certificate;
• Commitment to mission of the P&A and to the civil rights of all people.
• Understanding of and commitment to client directed advocacy.
• High proficiency in computer literacy.
• Ability to work with individuals from a variety of cultural backgrounds.
• Ability to maintain confidentiality and to effectively negotiate confrontational situations and stressful interactions.

Application Process:

Interested candidates must submit a letter of application explaining their interest in the position and the experience they believe demonstrates their ability to contribute to the future of DRRI, a resume and a list of three professional references, including their contact information.

Applications should be submitted by email to: mmurray@drri.org.

Applications received until the position is filled. To receive full consideration, please submit your application by March 31, 2022.

Due to the pandemic, it is anticipated that office work will be hybrid at times, although our offices are open and operable. Salary is commensurate with experience and DRRI provides excellent benefits, including health, vision, and dental insurance, paid sick and annual leave, and 401(K).

Applications will be handled in a confidential manner.

Equal Opportunity Employer

DRRI is an Equal Opportunities Employer. It is the policy of DRRI to prohibit discrimination and
harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

DRRI encourages candidates with disabilities, women, persons of color and others who represent distinct linguistic or cultural communities to apply.

**Job Type: Full-Time**
**Classification: Exempt**