

**Position: Representative Payee Advocate**

**Disability Rights Rhode Island (DRRI)** is seeking a detail-oriented advocate who is: committed to the rights of people with disabilities who live in the community or in institutional settings; possesses strong interpersonal skills to interview people with disabilities, providers, and family members in a variety of settings, and; is able to work with financial data to ensure that people with disabilities are protected from financial exploitation.

Reports To: Director of Investigations

Wage Class: Non-Exempt

**About DRRI**

Disability Rights Rhode Island (DRRI) is an independent, nonprofit legal organization 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 ten (10) 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

**Position Overview:**

DRRI is seeking a detail-oriented Rep Payee Advocate who is: committed to the rights of people with disabilities who live in the community or in institutional settings; possesses strong interpersonal skills to interview people with disabilities, providers, and family members in a variety of settings, and; has the skillset to work with financial data to ensure that people with disabilities are protected from financial exploitation.

The primary responsibility of the Representative Payee Advocate is to verify that representative payees are using SSA benefits properly on behalf of beneficiaries and are carrying out all other representative payee responsibilities and duties correctly and satisfactorily. Representative Payees receive and manage Social Security payments on behalf of individuals with disabilities.

Candidates residing outside of the Providence area will be considered, depending upon their location and ability to travel.

### **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 possible health, safety, or rights violations.
- Preparing reports and ensuring data entry pursuant to federal grant requirements.
- Conducting outreach to beneficiaries and community organizations.
- Educating Representative Payees to ensure that they fully understand their duties and responsibilities.
- Other tasks as may be assigned.

### **Required Qualifications:**

- Bachelor's degree in one of the following areas: sociology, psychology, social work, or other related human services fields with experience in advocacy on behalf of persons with disabilities or other vulnerable communities (2+ years); **OR** A minimum of four (4) years experience in human services area, with at least three (3) years of direct experience working with individuals with disabilities; **OR** a comparable combination of educational and work experience.
- Successful completion of government clearance by the United States Government Office of Personnel Management (OPM) is required for this position. Clearance must be completed/obtained within the first 3 months of hire. In addition, continued eligibility for government clearance by OPM is required.
- Highly organized, detail-oriented, and analytical.
- Strong writing skills with the ability to complete and submit reports within stringent required time limits.
- Strong ability to: work independently; be accountable for work scheduling and deadlines, and; maintain confidentiality.
- Basic computer skills, including word processing and databases.
- The ability to significantly travel throughout Rhode Island to perform assigned job tasks.

### **Desired Attributes**

- Experience conducting compliance audits or other regulatory matters, especially involving individuals with disabilities, or interviewing or working with individuals with various disabilities, highly preferred.
- Prior experience investigating financial crimes or accounting preferred.
- Bilingual fluency in another language and/or American Sign Language (ASL).

### **Working Conditions**

A Rep Payee Advocate will use a personal computer approximately 3-4 hours per day and will spend approximately 2-4 hours per day in meetings with individuals and groups. This position will require sitting for approximately 4-6 hours/day. The employee will be required to work under time constraints; deadlines; and will be required to address complex issues and conflicts as they arise. Frequent local travel is required.

**Compensation:**

The starting salary range for this position is commensurate with experience.

DRRI has a very generous benefits package.

**To Apply:**

In order to be considered for this position, applicants must submit the following materials in Microsoft Word format directly to [contact@drri.org](mailto:contact@drri.org).

- Cover Letter, which must indicate willingness to complete the required SSA suitability clearance background investigation and maintain SSA required clearance or information pertaining to a current security clearance.
- Resume, including 3 references.

**Applications will be accepted on a rolling basis until the position is filled.**

Qualified persons with disabilities and minorities are encouraged to apply.

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.