

# DISABILITY RIGHTS NC POSITION DESCRIPTION

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Job Title:	PABRP Investigator	Date:	May 2018
Job Family:	Advocacy/Investigator	FLSA:	Hourly/Non -Exempt
Reports to:	Director of Rep Payee, Investigation & Monitoring	Location:	Statewide

**General Summary:** Conduct methodical, objective reviews of representative payees for the purpose of ensuring that Social Security beneficiaries are not abused, neglected or exploited.

**Demonstrates the following core values:** Relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

**Essential Functions (with or without reasonable accommodations):**

1. Ability to travel including overnight
2. Ability to occasionally work long hours and/or weekends
3. Ability to interact with people with disabilities
4. Ability to communicate effectively
5. Ability to review and understand financial records
6. Ability to input and access data in the required databases

**Job Duties:**

- Conduct onsite reviews of Social Security Administration (SSA) representative payees, including interviews with beneficiaries, review of relevant documents, development of corrective action plans where necessary, referrals to outside agencies and preparation of reports to the federal funding agency consistent with Disability Rights NC's Protection & Advocacy for Beneficiaries with Representative Payees (PABRP) review protocol
- Monitor the living conditions and other regular environments of beneficiaries to prevent, detect and address instances of abuse, neglect or exploitation consistent with Disability Rights NC's review protocol
- Stay up to date with the federal statutes and regulations relating to Disability Rights NC's access authority
- Stay up to date with state and federal statutes, regulations and policies governing care and treatment of people with disabilities
- Collaborate with others regarding ongoing reviews
- Provide training to newly designated Representative Payees on their roles and responsibilities
- Other duties as assigned

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## Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

## Requirements:

- Bachelor's degree preferred with experience in conducting investigations, such as those performed by law enforcement, journalists, regulators or other types of investigations
- Direct experience with or general knowledge of services and issues affecting individuals with disabilities
- Recognition of the human and civil rights of people with disabilities
- Proficiency in using computers for word processing, data collection and communication
- Effective communication skills regarding complex factual situations
- Ability to organize and prioritize tasks
- Ability to work independently with minimal supervision
- Successfully complete SSA's suitability determination

Disability Rights North Carolina is a 501(c)(3) nonprofit organization based in Raleigh. Its team of attorneys, advocates, paralegals and support staff provide advocacy and legal services at no charge for people with disabilities across North Carolina.

As the state's federally mandated protection and advocacy system, Disability Rights North Carolina is charged with protecting the rights of children and adults with disabilities living in North Carolina.

Disability Rights NC is an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not discriminate in any aspect of employment with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status or any other characteristic protected by state or federal law. We participate in E-verify.

Compensation Package: The hiring range is \$18 – \$27/hour, based on experience. Excellent benefits which include health, dental, vision, generous paid time off, life insurance, and more.

Send a detailed letter of interest explaining your qualifications and your resume to [resumes.hr@disabilityrightsncc.org](mailto:resumes.hr@disabilityrightsncc.org). Include the job title *PABRP Investigator* in the subject line. No phone calls please.

**Applications will be considered on a rolling basis. Open until filled.**