

**POSITION ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT – REPRESENTATIVE PAYEE PROGRAM**

**Job Type:** Permanent Part Time

**Full Time Equivalent:** 0.5 (20 Hours/week)

**Reports to:** Rep Payee Program Supervisor

**Rate:** \$16,302 - \$19,562 (\$15.67 - \$18.81/hour) DOE

**Location:** Anywhere in Wisconsin. If the employee lives within 45 miles of one of DRW's offices, they will have the option to work fully in-office or under a hybrid work arrangement. If the employee lives more than 45 miles from a DRW office, they can work fully remotely. Must be a Wisconsin resident.

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**Application Instructions:** Submit resume and cover letter detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration apply online at <http://www.disabilityrightswi.org/careers>

**Application deadline:** May 27, 2022. Position will remain open until filled.

*Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*

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## **What is DRW?**

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability and gender-based violence, and more.

## Job Summary

Social Security's Representative Payee Program (PARP) provides financial oversight for the Social Security and SSI payments of Social Security beneficiaries who have been determined to be incapable of managing their own Social Security or SSI payments. The PARP Program at DRW is charged with conducting onsite reviews selected by the Social Security Administration of both organizational and individual representative payees around the state to verify that the representative payee is using the benefits properly on behalf of the beneficiary and carrying out the responsibilities and duties correctly.

The primary role of the Administrative Assistant is to schedule and track various parts of the interview process following specific guidelines and protocols as set forth by the Social Security Administration. Working under the direct supervision of the Program Supervisor, Administrative Support will work individually and with the PARP team to assist them with the collection and categorization of documents and other information collected in the process of conducting site reviews, scheduling review appointments for investigators by phone and in writing, sending, and receiving correspondence related to reviews and assisting as requested with the completion of detailed reports on a strict timeline.

## Key Responsibilities (100%)

1. Precise business address comparisons for verification purposes for all PARP cases. This entails in-depth knowledge of Excel/other spreadsheets and tables and the ability to learn how to manipulate the program database.
2. Typing documents as assigned. Requires the ability to use Word and Excel and the ability to create and manipulate tables and spreadsheets.
3. Input data into program data base as assigned. Requires the ability to learn and manipulate the program database.
4. Schedule reviews for Investigators. Requires being comfortable making cold phone calls. Also requires the ability to organize large amounts of documents and to track on-going payee contact in order to ensure Investigators have everything they need to conduct reviews.
5. Ability to maintain a secure home office if working remotely.
6. Attendance at regular team meetings through Skype/TEAMS and in person upon request.

## Qualifications

### Required:

- High School Diploma, GED or equivalent.
- Exceptional verbal, active listening, and written communication skills, using proper grammar.
- Demonstrated history of strong attention to detail and strict adherence to timelines.
- Excellent organizational skills and ability to keep multiple tasks on track.
- Basic computer skills, including email, word processing and use of the internet.
- Ability to respond to all means of communication in a professional, respectful, and courteous manner.
- 2 years direct experience working in an office environment or call center.
- Experience/direct contact with persons of culturally diverse background.
- Must be able to pass Social Security Administration security clearance\* within 6 months of hire.

### Preferred:

- Direct (paid or unpaid) experience with people with disabilities or other vulnerable populations.
- Passion for civil rights and social justice.

## Benefits

Disability Rights Wisconsin places a high value on the well-being of our staff. We offer the following benefits for permanent employees working at least 20 hours per week: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan with employer contribution, and flex spending plan. Paid time off includes generous holiday, vacation, personal and medical leave, as well as time for volunteering and voting.

A COVID-19 vaccine mandate is in place for all employees. A copy of the policy can be requested by emailing [hr@drwi.org](mailto:hr@drwi.org)

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EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

\*Security clearance includes a basic background check and a credit and FBI check. You must not owe taxes or be in default on any government loans; answer in depth questions about where you have lived, worked, went to school; disclose military history or police records; have your fingerprints taken if you have not worked for the Federal Government previously.