

POSITION ANNOUNCEMENT Investigator – Representative Payee

Job Type: Permanent, Full Time

Full Time Equivalent: 1.0 FTE (40 Hours/week)

Rate: \$50,000 - \$62,309 * (annually); \$24.03 - \$29.96 (hourly)

*Compensation at DRW is based on a tiered calculation scale that takes prior relevant employment experience; candidate attributes applicable to social justice/disability advocacy work; grant coordination experience if applicable; and supervision experience if applicable.

Location: Central Wisconsin preferred as remote office; offices in Madison and Milwaukee with hybrid option available. **Must be a Wisconsin resident.**

Application Instructions: Submit resume **and** cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications online at www.disabilityrightswi.org/careers

Application Deadline: 5:00 PM, August 7, 2023 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.

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

Disability Rights Wisconsin (DRW) is the designated, federally funded protection and advocacy agency for persons with disabilities in Wisconsin. DRW utilizes a wide variety of advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training. DRW also houses several programs funded by the State of Wisconsin that provide ombudsman and advocacy services to people with disabilities and provide technical assistance and training to other professionals who serve people with disabilities in Wisconsin related to public benefits.

Social Security's Representative Payee Program provides financial management 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 Social Security Representative Payee 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. Additionally, the program will refer beneficiaries to other programs or services DRW considers appropriate. The primary role of the Investigator is conducting assigned site reviews, following specific guidelines and protocols as set forth by the Social Security Administration. Working under the direct supervision of the Program Supervisor, the Investigator will work individually and with the PARP team. The Investigator is responsible for scheduling and conducting the reviews and completing detailed reports on a strict timeline.

Key Responsibilities

- Conduct site reviews, investigations, and educational visits with individual and organizational representative payees throughout the state following strict timelines and site visit procedures.
- Interviewing representative payees, beneficiaries, and others, examining financial records and documenting observations.
- Work with supervisor, other investigators, and administrative staff to schedule and complete site-visits and detailed reports according to strict timelines.
- Effectively communicate complex concepts clearly and effectively both orally and in writing.

- Manage caseload in a timely manner, following all Social Security guidelines regarding procedural steps and deadlines.
- Submit investigative reports to supervisor for review and approval before final submission to national organization.
- Maintain a secure home office.
- Substantial travel throughout Wisconsin with overnight stays.
- Attend regular team meetings through Skype / TEAMS and in person upon request.
- Identify and document potential situations of abuse, neglect, exploitation, or other rights violations.

Qualifications

Required:

- Bachelor or Associate degree in an area related to the provision of advocacy services to vulnerable populations or equivalent experience.
- Three years direct experience conducting investigations or site reviews such as compliance audits or other regulatory matters.
- Demonstrated history of strong attention to detail and strict adherence to timelines.
- Excellent organizational skills and ability to keep multiple tasks on track.
- Demonstrated experience with financial record keeping using basic accounting principles.
- Excellent listening and verbal skills; professional written communication skills.
- Demonstrated commitment to social justice issues.
- Basic computer skills, including email, word processing and use of the internet.
- Must have reliable access to transportation for significant statewide travel and be able to stay overnight as needed.
- Experience/direct contact with persons of culturally diverse background.

Preferred:

- Direct contact with people from culturally diverse backgrounds.
- Direct (paid or unpaid) experience with people with disabilities or other vulnerable populations.

- Experience providing outreach, training and/or technical assistance.
- Demonstrated ability to work both independently and as part of a team, and ability to manage a high volume of tasks.
- Bilingual fluency in Spanish and/or American Sign Language (ASL)

Please Note: Government clearance by the United States Government Office of Personnel Management is required for this position.

Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20+ hours per week:

- Health, Dental, and Vision Coverage
- Short-Term and Long-Term Disability Insurance
- Life Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Critical Illness Insurance
- Identity Theft
- Pet Insurance

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Sick and Personal Leave
- Vacation Pay
- Anniversary Pay
- Comp Time for Salaried Employees
- Volunteer and Voting Time off
- Bereavement Leave

Additionally, Employee Assistance Program (EAP); Commuter Choice, and Sabbatical Leave.

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.