Job Description

Investigator

AGENCY DESCRIPTION

Disability Rights Connecticut, Inc. (“DRCT”) is an independent, nonprofit organization dedicated to advancing the civil and human rights of persons with disabilities in Connecticut. DRCT’s mission is to advocate, educate, investigate and pursue legal, administrative, and other appropriate remedies to advance and protect the civil rights of citizens with disabilities to participate equally and fully in all facets of community life in Connecticut. DRCT is a statewide organization authorized by federal law and funded by the Developmental Disabilities Assistance and Bill of Rights Act, the Rehabilitation Act, and Social Security Act and the Substance Abuse and Mental Health Services Administration.

JOB DESCRIPTION

The Investigator will be responsible for monitoring various individual and organizational Social Security Representative Payees to ensure they are meeting their obligation to their Social Security Beneficiary or Beneficiaries. The investigator will also be responsible for developing Corrective Action Plans when deficiencies are identified and educate Representative Payees on the requirements for Representative Payees. The Investigator will work under the direct supervision of DRCT’s Lead Investigator.

JOB DUTIES

- Conduct monitoring visits with Social Security Representative Payees to request, collect, reviewing and analyze financial records and other evidence; interviewing Representative Payees, Beneficiaries, Guardians and Third Parties. Monitoring visits cover all types of Representative Payees from individuals to organizations and large institutional settings.

- Review and analyze financial and other types of records.

- Write comprehensive reports that detail the monitoring findings and provide conclusions, and recommendations. Recommendations may include referrals to other Connecticut regulatory or investigatory agencies, if necessary.
- Develop Corrective Action Plans to assist Representatives Payees correct deficiencies identified during the monitoring review.
- Conduct educational trainings for Social Security Representative Payees regarding their responsibilities as a Representative Payee.
- Conduct recertification visits for Fee for Service organizations.
- Maintain knowledge of current statutes, regulations, and policies affecting persons with disabilities including the requirements for monitoring the Strengthening Protections for Social Security Beneficiaries program.
- Maintain knowledge of community resources.
- Participate in staff meetings, program meetings, and other meetings as appropriate.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree.
- At least two years of personal or professional experience working with people with disabilities.
- Experience reviewing records including medical, financial, legal and business documents.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Strong organizational skills.
- Knowledge of healthcare system and other social services systems.
- Knowledge of laws, rights and services as they pertain to individuals with disabilities.
- Experience in public speaking and developing effective presentations.
- Excellent interpersonal, relationship-building and collaboration skills to be able to work well with individuals inside and outside DRCT.
- Ability to analyze complex problems, develop creative solutions and communicate them effectively.
- Ability to maintain thorough and complete records.
- Ability to work independently with appropriate supervision.
- Excellent computer, keyboarding and database skills.

Other desirable qualifications for this position include:

- Bilingual in Spanish and/or ASL.
- Experience with or sensitivity to individuals from various racial, ethnic or language distinct communities.
DISCLAIMER
This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind, this position description at any time, with or without prior notice.

APPLICATION PROCESS

• Applications must include:

  (a) Cover letter indicating your professional and personal motivation for the job, how you meet the minimum qualifications and why you would be a good candidate.

  (b) Current resume.

  (c) Names and contact information of three references.

• Materials should be submitted in Microsoft Word or PDF format by 4:00 PM on November 25, 2019 to Disability Rights Connecticut by mail at 846 Wethersfield Avenue, Hartford, CT 06114. or by emailing Mary Jane Keane, Office Manager, at Maryjane.Keane@disrightsct.org.

DRCT is a fair employment practices/equal opportunity/disability accessible employer committed to maintaining a diverse workplace. We value diversity of culture, disability and other life experiences and are an equal opportunity employer by choice. Qualified candidates from diverse personal, cultural, and ethnic backgrounds are encouraged to apply. DRCT also complies with the Americans with Disabilities Act and the Connecticut Fair Employment Practices Act and is committed to providing reasonable accommodations to qualified applicants and employees with disabilities.

This is a full-time position.