

DISABILITY RIGHTS IDAHO



Protection & Advocacy for Individuals with Disabilities

DisAbility Rights Idaho (DRI)

Job Description

Job Title: PABRP Advocate/Investigator

Mission: DisAbility Rights Idaho assists people with disabilities to protect, promote and advance their legal and human rights, through quality legal, individual, and system advocacy.

Core Values and Associated Behaviors: DRI respectfully promotes the human and civil rights of individuals with disabilities. In doing so, DRI staff are expected to incorporate DRI's core values of integrity, quality, dignity of risk, teamwork, and inclusivity through the following associated behaviors:

Integrity

- We are accountable for our actions, accountable to clients & each other.
- We are bound by the Idaho Rules of Professional Conduct & Rules of Civility.
- We are honest, truthful & transparent in our interactions.
- We comply with all confidentiality provisions in our grants & ethics rules.
- We are respectful in our interactions & act with humility.

Quality

- We act professionally & respectfully in our internal teams, with clients & with partners.
- We provide quality services for our clients. We are relentless in our pursuit of results.
- We are responsible for interactions inside the agency & in the community.
- We do the research & have expert knowledge of laws & issues that impact our clients.
- We are responsible for our work product.

Dignity of Risk

- We ask clients for what outcomes they want.
- We provide client choice/self-determination.
- We apply a client-driven approach to all advocacy services.
- We ask clients for their most preferred terms & language, & we use those terms & language in our notes & interactions.
- We assist persons with disabilities to access programs that they qualify for, allow them maximum independence & integration into their community of choice.

Teamwork

- We understand how our work fits the overall agency & team goals.
- We offer to help before being asked (pitch in).
- We humbly ask for help when we need it.
- We give 100% effort.
- We show up & do what we say we are going to do.
- We treat our coworkers with respect & honor each other's individuality.
- We have a positive outlook.

Inclusivity

- We value diversity – honoring people's history & experiences.
- We seek to eliminate cultural & linguistic biases.
- We are respectful of & acknowledge past trauma.
- We recognize intersectionality of disability, i.e., race, gender identity, culture, age, sexual identity, sexual orientation & socio-economic status.
- We are compassionate, empathetic & non-judgmental when working with or on behalf of people with disabilities.

Guiding Principles: DisAbility Rights Idaho assists people with disabilities to promote and protect their right to meaningful personal choice and self-determination.

DisAbility Rights Idaho assists people with disabilities to promote their right to independence, self-sufficiency and full membership in communities.

DisAbility Rights Idaho assists people with disabilities to promote their right to inclusive, adapted, and accessible services, residences, education and employment.

DisAbility Rights Idaho assists people with disabilities to promote the right to safe and humane practices and environments which are free from abuse and neglect, and which recognize their individuality and dignity.

Job Summary: The Non-Attorney Advocate/Investigator will be responsible for conducting methodical, objective reviews of representative payees to ensure that Social Security beneficiaries are not subjected to abused, neglected and/or exploitation. The Non-Attorney Advocate/Investigator will also timely complete and submit any required documentation of such reviews, pursuant to SSA and PABRP grant requirements. This position may require considerable travel throughout the state as well as remote work. This position also requires the individual to complete ongoing training provided by SSA and PABRP as offered.

Position Reports to: Director of Grant Operations

Employment Status: Regular, Full-Time Non-Exempt Position

Salary Range: \$ (35,688) Step 1, Depending On Experience

Principal Duties and Responsibilities:

1. Develop and maintain knowledge and skills necessary to conduct onsite reviews of Social Security Administration (SSA) representative payees as well as the knowledge and skills necessary to recognize/identify potential signs of abuse/neglect or exploitation;
2. Conduct interviews with beneficiaries, review relevant financial documents, and develop corrective action plans where necessary;
3. Monitor the living conditions and other environments of beneficiaries to detect instances of abuse/neglect or financial exploitation;
4. Develop knowledge of outside agencies and make referrals when appropriate to those agencies;
5. Develop a knowledge of the internal SSA reporting system and prepare reports to the federal funding agency consistent with Disability Rights Idaho's Protection & Advocacy for Beneficiaries with Representative Payees (PABRP) review protocol;
6. Maintain confidentiality of all client information with adherence to the requirements of Protection & Advocacy for Beneficiaries with Representative Payees PABRP and the ethical standards of the Idaho Rules of Professional Conduct; Maintain level II security clearance;
7. Demonstrate effective verbal and written communication skills;
8. Maintain complete and timely documentation of any onsite review efforts;
9. Review, analyze, and organize voluminous financial records and/or other records obtained during onsite reviews of representative payees;
10. Participate in staff, department, case meetings and development of annual agency goals and priorities;

11. Maintain a professional demeanor, adhere to DRI's Core Values;
12. Maintain a professional demeanor and adhere to DRI's Core Values when making public contact as a representative of DisAbility Rights Idaho; and
13. Perform other agency related functions as requested by supervisors and DRI Leadership.

Minimum Qualifications:

Required Knowledge, Skill, and Abilities:

- Five (5) years of qualifying experience in conducting investigations, such as those performed by law enforcement, journalists, regulators or other types of investigations
- 3 years of direct experience with or general knowledge of services and issues affecting individuals with disabilities
- Direct experience with or general knowledge of services and issues affecting adults with disabilities.
- Demonstrated ability to organize and prioritize tasks.
- Demonstrated ability to recognize the human and civil rights of individuals with disabilities.
- Demonstrated ability to effectively communicate (in writing, via telephone, etc.) and possess excellent writing skills.
- Demonstrated proficiency in using computers/computer applications for word processing, data collection, and communications.
- Demonstrated ability to work independently as well as in a team environment with minimal supervision.
- Ability to complete a Social Security Administration Tier 2 Suitability Determination.
- Ability to abide by DRI's Core Values.
- Ability to provide proof of completed COVID-19 vaccination.

Required Cognitive Attributes:

- Comprehension – understanding direction and ability to carry out tasks as assigned or requested.
- Organization – ability to gather and classify information, including very detailed financial information; ability to review and understand financial records, ability to input and access data in required databases.
- Resilience – adaptability to changes in workload, environment, competing priorities, and client interactions.
- Communication - ability to effectively interact with people with disabilities and their representative payees in order to conduct reviews.

Required Physical Attributes:

- Must be able to remain in a stationary position, such as to work at a computer approximately a majority of the time.
- Must be able to move inside or outside the office space to meet with clients, perform monitoring or investigation duties, or to perform outreach and trainings approximately a majority of the time.
- Must be able to operate a computer and other office equipment to correspond with co-workers, supervisors, clients, and third/adverse parties approximately a majority of the time.
- Must be able to detect, read, or observe written information approximately a majority of the time.
- Must be able to discern or hear verbal communication from others approximately a majority of the time.
- Must be able to communicate with co-workers, supervisors, clients, and third/adverse parties, in writing and verbally, approximately a majority of the time.

Desired Qualifications (i.e. preferred, not required):

Desired Knowledge Skills, and Abilities (for job posting):

- Life experience with disability.
- Experience in legal services, non-profit, or the public interest environment.
- Ability to speak Spanish, American Sign Language (ASL), or other languages.
- Knowledge of the service delivery system for adults with disabilities (i.e. developmental disability services/service delivery or mental health services/service delivery).
- Knowledge of Social Security Administration programs.