



DISABILITY RIGHTS CONNECTICUT

Justice. Community. Inclusion.

Job Description – Lead 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 throughout Connecticut. **DRCT’s mission is to advocate, educate, investigate and pursue legal, administrative, and other appropriate remedies to enable citizens with disabilities to participate equally and fully in all facets of community life in Connecticut.** For more information see: <https://www.disrightsct.org/>.

JOB DESCRIPTION

The lead investigator position will provide leadership, direction, and day-to-day management of the Investigations Unit including the Social Security Representative Payee program. The Unit investigates allegations of abuse and neglect of individuals with disabilities. The Investigator conducts abuse and neglect investigations and coordinates DRCT’s response. The investigator works under the direct supervision of DRCT’s Legal Director. This is a full-time position.

JOB RESPONSIBILITIES

- Conduct confidential abuse/neglect investigations and monitor facilities or programs serving individuals with disabilities.
- Provide direction and supervision to investigators, including caseload management, training, mentoring and monitoring staff.
- Lead and/or participate in drafting and issuing public reports.
- Participate in the identification and development of training for staff, with a primary focus on abuse and neglect.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor’s degree.
- At least three years experience conducting investigations.
- 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 Connecticut social services systems.

- Knowledge of laws, rights and services as they pertain to individuals with disabilities.
- Strong interpersonal, relationship-building and collaboration skills to be able to work well with individuals inside and outside DRCT.
- Ability to work independently with appropriate supervision.

Other desirable but not required qualifications for this position include:

- Bilingual in Spanish and/or ASL.
- Attorney admitted to the Connecticut Bar or a law school graduate
- 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 rights 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 and submitted to Disability Rights Connecticut by emailing Mary Jane Keane, Office Manager, at maryjane.keane@disrightsct.org.
- Deadline: Open until filled. Applications received by September 16, 2019 will be considered for the first round of interviews.

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.