

Investigator Advocate: Representative Payee Team

Disability Rights Maryland (DRM) seeks motivated and detail-oriented advocate to conduct investigative reviews and program audits on behalf of people who receive social security benefits. The Investigative Advocate will be responsible for conducting investigations and reviews of people or agencies serving as Social Security representative payees for people with disabilities, and works under the direction of a Managing Attorney. The ideal candidate will share DRM's values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to community life with freedom from abuse and discrimination.

Responsibilities Include:

- Perform reviews or investigations of people or agencies serving as representative payees for Social Security beneficiaries.
- Manage individual workload in conformity with DRM priorities, policies and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.
- Draft and submit investigative reports to program manager and federal government.
- Prepare and disseminate information brochures regarding rights of people with disabilities.
- Attend and present training seminars as requested.
- Exercise sound independent judgment in all advocacy activities. Maintain confidentiality and exercise discretion and judgment in a law firm environment.
- Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities. Understand and follow requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database and time tracking systems.
- Perform other appropriate duties as may be assigned. This job involves travel within Maryland approximately 50% - 75% of the time. Pre-approved travel and mileage costs will be reimbursed.

Minimum Qualifications:

- Associate's degree or Bachelor's degree from an accredited institution in a related field such as Social Work, Disability Studies, or financial degrees. Relevant experience may be substituted for education.
- Ability to successfully obtain a U.S. Government level 5 / Tier 2 suitability clearance for positions of public trust.

- Ability to conduct research, analyze issues, and execute a variety of advocacy strategies.
- Ability to communicate complex issues clearly and effectively both orally and in writing.
- Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment.
- Ability to work independently, successfully manage multiple work priorities and work under deadline pressure.
- Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.
- Computer literacy and proficiency with software utilized to carry out job functions.
- Ability to travel within the State of Maryland with reliable transportation.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.

Preferred Qualifications:

- Relevant / related experience with people who have disabilities; work involving Social Security Administration; financial experience with audits, bookkeeping, or reconciliations; experience conducting site visits, home visits, investigations or reviews.
- Ability to communicate in ASL, Spanish or another non-English language.
- Life experience with disability.

Salary and Benefits:

Competitive, depending on experience. The annual salary range for an advocate is \$42,080 (advocate with 3 years' experience and an associate's degree) - \$44,834 (advocate with 5 years' experience and a bachelor's degree), and depends on education level, experience, and special skills.

DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and opportunities for telecommuting policy. DRM offers employee reimbursement for the cost of spouse or partner-

paid health insurance premiums up to an established maximum amount. DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

About Us:

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

Our staff are collaborative, collegial and committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually.

To Apply:

E-mail resume, cover letter, and 3 references to Jobs@DisabilityRightsMD.org with “Advocate-Rep Payee” in the subject line.

Applications will be reviewed on a rolling basis. Positions remain open until filled with priority given to applications received before **September 30, 2022**.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.