

**DISABILITY RIGHTS MICHIGAN  
JOB DESCRIPTION**

**JOB TITLE:** Rep Payee Specialist

**REPORTS TO:** Rep Payee Director

**JOB SUMMARY:**

The Representative Payee Program at DRM is charged with conducting reviews to verify representative payees are using the benefits on behalf of beneficiaries and are carrying out representative payee responsibilities and duties correctly on behalf of the Social Security Administration (SSA).

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Conduct on site reviews of individuals and organizations appointed as representative payees by SSA.
2. Interview representative payees, beneficiaries, and when applicable, legal guardians and third parties.
3. Review and analyze financial documentation looking to ensure the representative payee:
  - Manages funds so the beneficiary(ies) have no unmet current needs;
  - Accounts for all funds received and spent;
  - Conserves any unspent funds in an appropriate manner; and
  - Complies with representative payee accounting and reporting responsibilities.
4. Prepare comprehensive reports detailing the representative payee review using approved SSA forms, citing deficiencies, notifications, issues, and referrals.
5. Review housing facilities for possible health and safety violations. Observe for possible abuse, neglect or licensing violations and refer to appropriate DRM team or other entities.
6. Develop corrective action plans to assist representative payees in conforming to requirements specified by the SSA Commissioner.
7. Complete required documentation according to SSA grant award and Business Process Document.
8. Maintain the security and safety of personal identifying information (PII) of all individuals involved in representative payee reviews.
9. Ensure representative payees fully understand their duties and responsibilities with respect to recordkeeping and reporting.
10. Maintain communication with team members and other DRM staff to exchange information, provide technical assistance/consultation, and resolve problems.

11. Participate in various outreach activities including public presentations, training, and development of written materials to educate others about DRM and the rights of Social Security beneficiaries.
12. Attend staff meetings, training, and in-service programs in office, virtually, or off-site as required.
13. Maintain current knowledge of legal mandates, court rulings, government systems and DRM policies related to the rights of individuals with disabilities.
14. Participate in cultural activities, collect data, advise clients, providers, community organizations and others about diversity, equity, and inclusion.
15. Perform related duties as assigned.

**JOB QUALIFICATIONS:**

1. Ability to obtain and maintain a Level V moderate risk public trust government clearance by the National Background Investigation Service is required for this position.
2. Bachelor's degree in human service area or business/accounting; or relevant experience in business/accounting, human services, and disability rights.
3. A minimum of two years previous investigation experience; demonstrated success working with persons with disabilities is a plus.
4. Demonstrated ability to organize and prioritize multiple priorities and demands.
5. Demonstrated functional knowledge in basic accounting principles and terminology.
6. Demonstrated experience working with marginalized populations including with individuals with disabilities.
7. Demonstrated commitment to the civil rights of all people and the ability to work with individuals with a variety of disability characteristics and cultural backgrounds.
8. Ability to maintain confidentiality.
9. Demonstrated ability to respond in a professional, non-judgmental manner to emotionally charged issues and negotiate through confrontational situations and stressful interactions.
10. Strong and effective writing, verbal, and negotiating communications skills including the ability to do so in a concise manner, even when doing so regarding complex issues to a variety of people.
11. Ability to work independently and as part of a team.
12. Ability to travel throughout the State of Michigan and to work evenings and weekends when necessary.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

13. Extensive travel is required including possible overnight trips.
14. Valid State of Michigan identification and ability to travel to meetings with clients and similar activities as required. Work involves travel to various locations throughout the State with some exposure to adverse conditions, weather, traffic hazards, and the like. Minimal exposure to injury and/or communicable diseases when using standard precautions.
15. Training in diversity, equity and/or inclusion and willingness to engage with staff in additional further training in these areas.
16. COVID-19 vaccination preferred.

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**\*\*\*Internal/External Posting\*\*\***

**Representative Payee Specialist**

Disability Rights Michigan (DRM) has an immediate opening for a full-time (37.5 hours a week) Representative Payee Specialist located in our Lansing office. The Social Security Representative Payee Program at DRM is charged with conducting reviews to verify that the representative payee is using the benefits on behalf of the beneficiary and is carrying out the representative payee responsibilities and duties correctly in response to allegations or concerns about the performance or the suitability of representative payees.

Must possess a bachelor's degree in a human service area or business/accounting; or relevant experience in business/accounting, human services, and disability rights. A minimum of two years previous investigation experience with demonstrated success working with persons with disabilities. Well-developed oral and written communication skills are necessary along with an exceptionally creative problem-solving ability.

- Extensive in state travel is required including overnight trips.
- Ability to successfully obtain a Level V moderate risk public trust government clearance by the National Background Investigation Service and submission of fingerprints to the Federal Bureau of Investigations (FBI) is required for this position.

Salary: \$51,000-\$55,500 depending on Experience, Excellent Benefits.

DRM is the agency designated by the Governor of the State of Michigan to protect and advocate for the legal rights of individuals with disabilities. DRM is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, sexual orientation, political belief, creed, national origin, marital status, veteran status, or disability.

**Interested applicants must forward a cover letter and resume to:**

Camilia Limas  
Disability Rights Michigan  
4095 Legacy Parkway  
Lansing, MI 48911  
517-487-0827 (FAX)  
[climas@drmich.org](mailto:climas@drmich.org)

**Deadline for Applications: Open Until Filled**

Visit [www.drmich.org](http://www.drmich.org) for further information

**Main Office:** 4095 Legacy Pkwy, Lansing, MI 48911 | 800.288.5923 or 517.487.1755 Toll Free/Voice | 517.374.4687 TTY | 517.487.0827 Fax

**Marquette Office:** 129 W. Baraga Ave, Ste. A, Marquette, MI 49855 | 866.928.5910 or 906.228.5910 Toll Free/Voice | 906.228.9148 Fax

[drmich.org](http://drmich.org)