

**Disability Rights New Jersey
Advocate-Investigator
Investigations and Monitoring Team**

Disability Rights New Jersey seeks a full-time Advocate-Investigator to work with our Investigations and Monitoring team. Responsibilities include in person monitoring and conducting investigations of abuse and neglect in institutional and community settings throughout NJ where individuals live, work or receive services for the purpose of identifying and remedying abuse and neglect, rights violations, and providing information about DRNJ programs and services.

Disability Rights New Jersey is the designated protection and advocacy agency for people with disabilities in the diverse state of New Jersey, providing individual and systemic advocacy and legal representation, training, technical assistance, and outreach in order to protect legal, civil, and human rights.

Candidates for this position should have at least two years of experience in working with people with disabilities.

This position will begin on March 2, 2026, or as soon thereafter as possible. The salary for this position will be based on years of relevant experience beginning at \$55,000 per year and up to \$60,600 year for 0-4 years of experience, with a generous benefits package. Bilingual candidates are encouraged to apply.

RESPONSIBILITIES:

- Follows monitoring protocols and documents interviews, observations, records, and other work related to monitoring responsibilities.
- Investigates allegations of abuse, neglect, death, or exploitation as assigned.
- Interviews clients, family members, staff, and others as needed as part of investigation or to determine scope of investigation.
- Reviews records and collects all information necessary as a part of investigation activities.
- Follows investigation protocols and thoroughly and timely documents interviews, observations, records, and other work pertaining to investigative activities.
- Completes reports, memos, or findings letters as appropriate related to investigation activities.
- Conducts research or review to gain basic knowledge of statutes, regulations, policies and procedures related to settings and populations involved in monitoring or investigative activity.
- Collaborates with DRNJ legal issue teams around identified systemic investigation or systemic advocacy activities.
- Maintains thorough and complete case files and follows case procedure in accordance

with agency policy.

- Participates as assigned in outside agency collaborations, stakeholder groups, or meetings with policymakers or administration.
- Responds to requests for information from clients and other persons as appropriate.
- Participates in outreach, education, training and technical assistance activities.
- Participates in staff training and development activities, including case review, staff meetings and conferences.
- Prepares quarterly and other reports.
- Refers beneficiaries to DRNJ Intake and outside agencies for advocacy assistance as appropriate.
- Participates in outreach, education and training activities as required by SSA/DRNJ.

QUALIFICATIONS:

- Two to six (2-6) years of experience working with individuals with disabilities.
- Bachelor's degree in a human services from an accredited college.
- Driver's license required, with a willingness to travel on a regular basis.
- Ability to write clearly and concisely, and to organize information in an understandable and efficient manner.
- Ability to work as a team member.
- Ability to prepare clear, technically sound, accurate and comprehensive reports, summaries, and compilations containing findings, conclusions, and/or recommendations.
- Ability to work as a team member.
- Ability to interact and maintain positive and constructive interpersonal relationships with co-workers, supervisors, clients, families and the public.
- Knowledge of and ability to understand and relate to culturally diverse communities.
- Ability to obtain and maintain any federal security clearance required by federal funders.
- Proficiency in Microsoft 365, Teams, Zoom, and other frequently used computer programs.

Disability Rights NJ seeks candidates committed to diversity and to the rights of individuals with disabilities to full inclusion in society. Presently, Disability Rights NJ staff work under a hybrid, with some limited from home as work permits.

Disability Rights NJ is an Equal Opportunity Employer and committed to a diverse and inclusive workplace. Disability Rights is an Equal Opportunity Employer and committed to a diverse and inclusive workplace.

Interested applicants should email a resume and a letter of interest to: Interview Committee, Disability Rights New Jersey at advocate@disabilityrightsnj.org.