

Disability Rights New Jersey
Advocate-Reviewer
Protection and Advocacy for Beneficiaries with Representative Payees

Disability Rights New Jersey seeks a full-time Advocate-Representative Payee Reviewer to work with our Representative Payee team. Responsibilities include conducting onsite visits, interviewing beneficiaries, legal guardians, and representative payees, reviewing and analyzing confidential financial records, monitoring various settings for abuse and neglect, identifying and making referrals, and preparing timely and comprehensive reports. Candidates should have at least two years of experience working with people with disabilities. Government clearance through the US Government Office of Personnel Management and driver's license required.

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.

This position will begin on March 2, 2026, or as soon thereafter as possible. The salary range for this position will be based on years of experience beginning at \$57,800 per year and up to \$63,400 per year for 2-6 years of experience, with a generous benefits package.

RESPONSIBILITIES:

- Uses established protocols to schedule and conduct reviews of organizations and individuals serving as representative payees as assigned by the Social Security Administration (SSA).
- Interviews beneficiaries, representative payees, legal guardians and third parties using specific protocols.
- Reviews and analyzes confidential financial records.
- Adheres to strict deadlines and prepares confidential timely reports.
- Adheres to policies and procedures mandated by SSA.
- Develops and implements corrective action plans to correct deficiencies found during the review.
- Monitors places of employment and residence for abuse, neglect, health and safety issues.
- 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.
- Bachelors degree in human services or related field.
- Government Clearance through the US Office of Personnel Management required – process to obtain clearance will begin immediately upon hire
- Driver's license required, with a willingness to travel on a regular basis.
- Highly organized with excellent attention to detail.
- Excellent written and oral communication skills, with strong interpersonal skills to conduct effective interviews.
- Ability to adhere to strict timelines, policies, and procedures as required by SSA.
- Cultural competence: experience working with individuals with disabilities as well as low-income, immigrant, or minority populations preferred.
- 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, letter of interest and writing sample to: Interview Committee, Disability Rights New Jersey at advocate@disabilityrightsnj.org.