

Disability Rights

South Dakota

Investigator / ASR

Disability Rights South Dakota has an immediate opening for an Investigator /Advocacy Services Representative in our Rapid City, SD office. This individual will primarily investigate allegations of misuse of Social Security beneficiary funds by appointed representative payees and investigations in mental health facilities for both adults and youth. Work will be done in coordination with the Team Leader. This will involve travel throughout South Dakota to conduct independent investigations of representative payees, including reviewing financial data, interviewing relevant parties, maintaining strict confidentiality, creating reports for the Social Security Administration, conducting trainings, and monitoring representative payees, and investigating reports of abuse and neglect at various mental health facilities in South Dakota, and other duties as assigned.

OTHER ESSENTIAL DUTIES:

- Critical processing of complex financial data involved in investigations.
- Cultivating, educating, and maintaining effective working relationships with local, state, and federal agencies to facilitate investigations.
- Maintaining a working knowledge of all Disability Rights South Dakota services and program areas.
- Participation in staff meetings, program meetings, and other meetings as appropriate.
- Work performance consistent with the South Dakota Rules of Professional Conduct.
- Assist in preparing training and educational materials for the public regarding the Representative Payee Program.
- Analyzing legislative information, including providing education and testimony to legislators.

QUALIFICATIONS:

Bachelor's Degree required. Prior experience as an investigator. Knowledge of Social Security laws and regulations, specifically those related to representative payees, preferred. Prior experience in advocacy is preferred. Requirements include skill in organizing and managing highly confidential files, ability to review and analyze financial records, demonstrated ability to effectively communicate both orally and in writing, ability to work independently or as part of a team, possession of a valid South Dakota driver's license and the ability to travel throughout South Dakota. Knowledge of MS Windows, including Word, is also required. Experience working with or on behalf of people with disabilities is preferred.

CREDENTIALING BY THE SOCIAL SECURITY ADMINISTRATION

The Suitability and Credentialing process conducted by the Social Security Administration will not begin until after employment begins, however; continued employment is contingent upon successful completion of this process.

Disability Rights South Dakota is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, sexual orientation, creed, national origin, marital status, or disability.

Position is open until filled. Starting salary \$37,000+ DOA

Interested applicants please mail, fax or e-mail resume with cover letter to:

Sandy Hook, Executive Asst.
Disability Rights South Dakota
2520 E. Franklin St., Ste. 2
Pierre, SD 57501-3700
605-224-8294; FAX: (303) 722-0720
sandy.hook@drsdlaw.org