



EMPLOYMENT OPPORTUNITY

Representative Payee Investigator

Disability Law Colorado has an immediate opening for an Investigator in the Representative-Payee Program to investigate allegations of misuse of Representative Payee funds and monitor institutional Representative Payees in coordination with the Team Leader and the Social Security Administration. This will involve travel throughout Colorado to conduct independent investigations of representative payees, including reviewing financial data, interviewing relevant parties, maintaining strict confidentiality and creating reports for the Social Security Administration. Conducting trainings and monitoring representative payees as directed by the Social Security Administration and/or recommended by prior investigative findings.

Qualifications

- Critical processing of complex financial data involved in investigations.
- Cultivate, educate and maintain effective working relationships with local, state and federal agencies to facilitate investigations.
- Maintain a working knowledge of all DLC services and program areas.
- Participate in staff meetings, program meetings, and other meetings as appropriate.
- Work performance consistent with the Colorado Rules of Professional Conduct.
- Prepare training and educational materials for the public regarding the Representative Payee Program.
- Analyze legislative information, including providing education and testimony to legislators.

Bachelor's Degree required. Prior experience as an investigator including knowledge of social security laws and regulations, specifically those related to representative payees preferred. Skilled in organizing and managing highly confidential files; ability to review and analyze financial records, demonstrated ability to effectively communicate both orally and in writing required. Must possess a valid Colorado driver's license and have the ability to travel throughout Colorado. Ability to work independently and as part of a team is required. Knowledge of MS Windows, including Word required. Experience working with or on behalf of people with disabilities is preferred. Experience in advocacy, investigations, working with people with disabilities is preferred.

CREDENTIALING BY THE SOCIAL SECURITY ADMINISTRATION

Within six months of the hire date, the employee must meet any and all requirements of the Social Security Administration to conduct representative payee investigations. Said requirements include successfully passing any and all background checks conducted by the Social Security Administration.

The closing date is December 7, 2018.

Disability Law Colorado is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, sexual orientation, creed, national origin, marital status or disability.

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

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