

# Disability *Rights*

---

South Dakota

## **DISABILITY RIGHTS SOUTH DAKOTA**

### **EMPLOYMENT OPPORTUNITY**

#### **Rep Payee Reviewer / Monitoring Specialist**

Disability Rights South Dakota has an immediate opening for a Rep Payee Reviewer / Monitoring Specialist. This individual will primarily Review Representative Payees responsible for management of Social Security beneficiary funds. Work will be done in coordination with the Program Manager and at the direction of the Social Security Administration. This will involve travel throughout South Dakota to conduct independent reviews 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. The position will also conduct and assist in Monitoring of provider location and residential settings serving individuals with disabilities. Successful applicant will conduct these Monitoring and Outreach activities in support of and funded by other Protection and Advocacy programs; and other duties as assigned.

#### **OTHER ESSENTIAL DUTIES:**

- Critical processing of complex financial data involved in reviews.
- Cultivating, educating, and maintaining effective working relationships with local, state, and federal agencies to facilitate reviews.
- 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.
- Preparing training and educational materials for the public regarding the Representative Payee Program.
- Meeting with and providing information including referral services to clients or potential clients of DRSD,
- Negotiating and mediating concerns,
- Monitoring and auditing service providers,
- Ensuring people with disabilities have information regarding rights, and
- Completing documentation, reporting and other information in the case management software

#### **QUALIFICATIONS:**

Bachelor's Degree or prior experience in an investigative field ideal. 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 \$41,500-43,000 DOE

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](mailto:sandy.hook@drsdlaw.org)