

### **INVESTIGATOR/MONITOR**

Disability Rights Center – New Hampshire (DRC-NH) seeks a detail oriented and passionate investigator to join us to conduct reviews of representative payees to ensure that Social Security beneficiaries are not abused, neglected and/or exploited and monitor conditions in institutions for people with disabilities.

DRC-NH is part of a national network of public interest firms dedicated to advancing the civil and human rights of all people with disabilities in the community and in institutional settings. The scope of our work is wide ranging, impacting people with disabilities, including developmental and physical disabilities, mental illness, and traumatic brain injuries. Through litigation, counseling, policy advocacy and public education, we address matters related to treatment and services, accessibility and reasonable accommodation, assistive technology, employment, housing, education, and voting. As the federally designated protection and advocacy system for New Hampshire, we also monitor institutions and service providers and conduct investigations to ensure people with disabilities are not at risk of neglect or abuse.

The ideal candidate for this position is passionate about the rights of people with disabilities, detail oriented, and possesses strong interpersonal skills. The investigator/monitor will conduct interviews and monitoring visits across New Hampshire in institutions and private homes.

**Successful completion of government clearance by the United States Government Office of Personnel Management is required for this position. Clearance must be completed/obtained within the first 3 months of hire.**

#### Required Qualifications:

- Associate's degree in a relevant field or a combination of education and experience closely related to position.
- Direct (paid or unpaid) experience with people with disabilities or other vulnerable populations.
- Strong attention to detail and adherence to timelines.
- Ability to communicate complex concepts clearly and effectively both orally and in writing.
- Basic computer skills, including word processing and databases.
- Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, working well under pressure and maintaining confidentiality.
- Ability to effectively work independently and in a team environment.
- Dependable automobile, valid driver's license and current liability insurance.
- Willingness to travel, including occasional overnight and out of state travel.
- Willingness to occasionally work in the evenings or on weekends, when necessary.
- Completion of COVID-19 vaccination series.

*Protection and Advocacy System for New Hampshire*

### Preferred Qualifications

- Functional knowledge in basic financial record keeping using basic accounting principles.
- Experience conducting investigations such as site visits, compliance audits or other regulatory matters.
- Understanding of New Hampshire's disability laws, services and communities.

This is a full time, non-exempt position with a robust benefits package. Salary range of \$17.00 - \$30.00/hour. Salary based on experience.

### Application Process

If you are interested in joining DRC-NH, please provide the following to [hr@drcnh.org](mailto:hr@drcnh.org):

- Cover letter expressing your interest in the position, and
- Resume.

DRC-NH staff will begin considering applications on August 10th. The position will remain open until the right candidate is found.

DRC-NH is an equal opportunity employer and encourages applications from all qualified individuals. We afford equal opportunity regardless of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, or any other non-merit factor. DRC-NH welcomes and encourages applications from persons with disabilities.