

## **Representative Payee Reviewer- Pittsburgh**

Under the direction of the Representative Payee Grant Manager, the Representative Payee Reviewer conducts both onsite and remote reviews of payees according to the process developed by the U.S. Social Security Administration, NDRN, and requirements of Disability Rights Pennsylvania (DRP). The primary role of the reviewer is to interview beneficiaries and others, document observations, examine financial records, and identify health and safety violations. Disability Rights Pennsylvania encourages applications from BIPOC, LGBTQ, and people with disabilities. Our identity, experience, and unique perspectives connect us with the diversity within the disability community and the larger civil rights movement.

If you need a reasonable accommodation during the application process, please contact Peri Jude Radevic, CEO at [pradecic@disabilityrightspa.org](mailto:pradecic@disabilityrightspa.org).  
DRP is engaging in diversity, equity, and inclusion evaluation and training and is committed to learning and improvement in these areas.

DRP is a great place to work! We have a [flexible work policy](#) and a [generous benefits package](#). The salary range for this position is \$49,920.00 - \$55,120.00 depending on education and experience.

DRP is a private, nonprofit organization with offices in Harrisburg, Philadelphia, and Pittsburgh, Pennsylvania. Since 1977, DRP has been the protection and advocacy agency in Pennsylvania, operating under the authority of nine federal statutes and regulations and funded largely through federal appropriations. These federal programs exist to protect people with disabilities against abuse, neglect, and to provide legal and advocacy assistance to those whose rights are violated in areas like special education, housing, public access, employment, waiver services, and more.

DRP protects and advocates for the rights of people with disabilities so that they may live the lives they choose, free from abuse, neglect, discrimination, and segregation. For 45 years, DRP has offered free legal and advocacy services statewide to people with disabilities on issues that fall within its annual program goals and objectives. To view DRP's goal and objectives, visit <https://www.disabilityrightspa.org/what-we-do/priorities/>. DRP offers legal and advocacy services, training, information and referral,

and outreach. All services are accessed through a toll-free intake system at 1-800-692-7443. DRP uses litigation, investigations and monitoring, policy advocacy, and education to achieve its mission.

DRP is part of a national system of protection and advocacy agencies created by Congress in the early 1970's to stop abuse and neglect. Since then, DRP's mandate has grown with the passage of laws that have expanded the rights of people with disabilities. To learn more about the protection and advocacy network, visit <https://www.ndrn.org/>.

### **Physical/Mental Requirements:**

1. Uses computer approximately 6 hours per day.
2. Spends approximately 2-4 hours per day in meetings with individuals and groups.
3. Sits approximately 4-6 hours per day.
4. Requires working under a moderate degree of stress (time constraints; deadlines; multi-tasking high-level projects and issues; complex issues; and conflict resolution).
5. Local travel is required (Overnights are possible).
6. A valid driver's license is required.
7. Government security clearance is a requirement for this position by the Social Security Administration/Office of Personnel Management.

### **Essential Functions:**

- Conduct site reviews of specific organizational and individual representative payees following specific guidelines and protocols, which include:
  1. Completing various interviews of representative payees and Social Security beneficiaries.
  2. Conducting on-site reviews of facilities/homes where beneficiaries reside;
  3. Reviewing financial records kept for individual beneficiaries;
  4. Assessing the health, safety, welfare, and protection of rights of Social Security beneficiaries;

5. Writing and submitting forms and reports on site reviews and corrective action plans following specified formats by SSA established deadlines;
6. Issuing corrective action plans to representative payees when necessary;
7. Assuring appropriate referrals and follow-up is completed following the site review;
8. Undertake other work as established by the Social Security Administration for the representative payee program.
9. Inform or provide technical assistance on representative payee issues to Social Security beneficiaries, independent living centers, area agencies on aging, community organizations, attorneys, state agencies, or other groups concerned with preventing fraud and mismanagement by representative payees.
10. Participate in staff meetings.
11. Participate in staff and representative payee trainings.
12. Contribute to DRP year-end program performance and Board reports.
13. Timely file bi-weekly timesheets, reimbursements, and other DRP required paperwork.

**Knowledge and Experience:**

- Graduation from an accredited college or university or equivalent experience.
- Knowledge of basic accounting principles required.

- Knowledge of the Social Security Disability Insurance and Supplemental Security Income Programs, and especially the Representative Payee program is beneficial.
- Prior experience conducting reviews or investigations involving individuals with disabilities or interviewing or working with individuals with various disabilities is beneficial.
- Understanding of the Americans with Disabilities Act (ADA), primarily Title I, or similar employment discrimination laws, the Fair Labor Standards Act (FLSA), and any state employment and wage laws is beneficial.
- Working knowledge of employment/occupational and housing health and safety laws.

Note that this position requires managing a high volume of paperwork and data and requires great attention to detail.

**Disclaimer:**

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

**How to Apply:**

Send resume, cover letter, and three references to [recruiting@disabilityrightspa.org](mailto:recruiting@disabilityrightspa.org). In the subject line, please write “Representative Payee Reviewer-Pittsburgh”

Position will remain open until filled.

November 2022