Three Advocate/Investigators are needed at Protection and Advocacy for People with Disabilities, Inc. (P&A). These positions shall work under the general supervision of the Representative Payee Program Coordinator and are classified as salaried and non-exempt from overtime pay under federal Department of Labor regulations.

**Specific duties include, but are not limited to:**

Conduct on-site reviews to ensure the suitability of representative payees. This includes:

- Interviewing beneficiaries and others
- Documenting observations
- Examining financial records
- Gathering information regarding possible financial mismanagement
- Identifying health and safety violations

**Required Qualifications:**

- Master's degree from an accredited college in education, psychology, social work or a related field; or bachelor's degree from an accredited college and a minimum of four year's relevant experience.
- Must be highly organized, detail-oriented and analytical. Must have strong writing skills with the ability to complete and submit reports within stringent required time limits.
- Must be able to pass Level 5 Security Clearance.

**Desired Knowledge, Skills and Abilities:**

- Commitment to the mission of Protection & Advocacy for People with Disabilities, Inc. and to the civil rights of people with disabilities.
- Ability to work with individuals from a variety of cultural backgrounds and an understanding of the overall organization and relationships among and between service areas and teams.
- Ability to coordinate case research and perform overall case management. Problem solving skills including the ability to influence, facilitate, mediate, negotiate and manage groups and individuals.
- Ability to work both independently and in collaboration with others, maintain confidentiality, and to deal effectively with and negotiate through confrontational situations and stressful interactions.
- Knowledge of systems providing services to people with disabilities and disability laws and
regulations and the ability to communicate and work with people with disabilities.

- Proficiency in oral and written communication and using computers for word processing, data collection and communication.

- Ability to identify potential cases of abuse, neglect and exploitation.

Extensive travel within the state is required. Travel for out-of-state training is possible.

Positions can be in any of P&As four regional offices: Florence, Columbia, Greenville and Charleston.

Deadline for applying: Until filled

Please send cover letter* and resume including GPA by mail, fax or e-mail to: Lorie Boddie, Fiscal & Administrative Manager at boddie@pandasc.org

*Please include experience working with people with disabilities

EOE. Persons with disabilities are encouraged to apply.

For more information, please visit our website: https://www.pandasc.org.