A Representative Payee Program Coordinator is needed. This position is classified as Salaried and exempt from overtime pay under federal Department of Labor regulations.

The Program Coordinator will coordinate the representative payee investigative program (effective 8/1/18) and works under the supervision of the designated senior team attorney. The Program Coordinator will supervise the Representative Payee Advocate/Investigators.

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

Manage the program under the supervision of the Senior Team Attorney and supervise the Advocate/Investigators to meet the requirements of the program. Those requirements include:

- Conducting on-site reviews to ensure suitability of representative payees
- 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 with a minimum of three years of relevant experience to include two years of supervisory experience; or bachelor's degree from an accredited college and a minimum of five years of relevant experience to include two years of supervisory 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 travel within the state and occasionally out-of-state.

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

This position could be located in any one 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.