Career Opportunity

Title: Abuse and Neglect Investigator/Advocate (2 positions)
Supervisor: Supervising Attorney for Abuse and Neglect
FLSA Status: Non-exempt
Schedule Hours: During normal business hours, may work outside of normal hours.
Travel: Some travel required.
Salary: $53,500-60,000 (full time), commensurate with experience.
Benefits Include: Employer paid 403(b) contribution, health, dental, vision care, life insurance, long-term care insurance and vacation/sick leave. Additional voluntary employee paid benefits also available.

About our work
Disability Rights Montana (DRM) is part of the federally mandated protection and advocacy (P&A) system established by Congress in 1975 after the discovery of widespread abuse of people with disabilities. DRM is an independent nonprofit organization whose mission is to protect and advocate the civil, legal, and human rights of Montanans with every type of disability.

DRM is a mission driven law-based advocacy organization whose staff includes both attorneys and non-attorney professional advocates with deep knowledge about the rights of people with disabilities and the services and programs available to support them. The organization employs a blend of investigatory action, individual representation, educational outreach, and systems advocacy so that children and adults with disabilities may have a full opportunity to live with dignity in the community of their choice, free from discrimination and abuse. Staff attorneys can and do take legal action to enforce the rights of Montanans with disabilities and to effect systems change impacting large populations. Disability Rights Montana has a current staff of seventeen positions filled by passionate individuals who care about each other and those we serve.

Position Description
DRM is looking for some great people who are passionate about disability rights to fill two full-time Investigator/Advocate positions. DRM’s Abuse & Neglect Unit investigates allegations of abuse and neglect of individuals with disabilities and monitors facilities that serve people with disabilities, such as psychiatric hospitals, group homes, nursing homes, and residential treatment facilities.

The Investigator/Advocate works under attorney supervision and conducts abuse and neglect investigations and monitoring of facilities that serve people with disabilities. The Investigator/Advocate is also responsible for conducting regular monitoring visits to various
institutional settings as well as private facilities, including group homes. Such monitoring visits are usually conducted by two staff members but sometimes must be conducted by a single staff member depending on circumstances.

The ideal candidate has experience reviewing records including medical, financial, legal, and business documents and perform thorough and accurate research, analyze complex problems and develop creative solutions. The Investigator/Advocate will maintain thorough and complete records and have strong organization skills, maintain confidentiality, and communicate effectively, both orally and in writing. This position also requires the ability to deal effectively with and negotiate through confrontational situations and possible stressful interactions. Developing strong interpersonal relationships and collaboration within DRM colleagues and with outside partners and stakeholders is required for success as a DRM Investigator/Advocate. While working independently, this position is supervised by the Abuse and Neglect supervising attorney.

**Essential Functions**
- Conduct confidential abuse/neglect investigations and monitor facilities or programs serving individuals with disabilities.
- Collaborate with internal colleagues and external stakeholders to advance DRM’s mission, priorities, objectives, and values.
- Effectively advocate for the rights of people with disabilities.
- Interview people with disabilities, guardians, facility/provider staff and other third parties.
- Explain and apply rules, regulations, policies, and procedures.
- Review and analyze medical, financial, legal, and other types of records.
- Write case notes and develop investigative summaries detailing observations and findings as well as conclusions and recommendations. Recommendations may include referrals to other Montana regulatory or investigatory agencies, if necessary.
- Engage daily in professional verbal and written communication.
- Engage daily in sustained attention to detail.
- Maintain exemplary professional behavior and adhere to grant, legal, ethical, and policy requirements at all times.
- Maintain knowledge of current statutes, regulations, and policies affecting persons with disabilities.
- Maintain knowledge of community resources.

**Required Qualifications**
- Bachelor’s degree
- Experience reviewing records including medical, financial, legal, and business documents.
- Ability to perform thorough and accurate research, analyze complex problems, develop creative solutions, and communicate them effectively.
- Ability to maintain thorough and complete records.
- Strong organizational skills.
- Ability to maintain confidentiality and to deal effectively with and negotiate through confrontational situations and possible stressful interactions.
Demonstrated ability to communicate effectively, both orally and in writing.

Strong interpersonal, relationship-building and collaboration skills to be able to work well with individuals inside and outside DRM.

Ability to work independently with appropriate supervision.

Preferred Qualifications

- Experience conducting investigations, including drafting requests for information, conducting interviews, and other methods of research.
- Personal or professional experience working with people with disabilities.
- Advocacy experience in either social or human service, government, public interest, legal or health care environment.
- Knowledge of social services systems.
- Knowledge of laws, rights, and services as they pertain to individuals with disabilities.

How to apply

Any offer of employment is conditional upon successfully passing a background check.

*Disability Rights Montana is an Equal Opportunity Employer committed to building a diverse team and strongly encourages applications from candidates with life experience with disability, candidates of color, and other candidates with diverse identities.*

Please submit your resume and letter of interest to Katherine Murfitt, Director of Finance and Administration at katherine@disabilityrightsmt.org. The position is open until filled.