

Investigator/Advocate

Agency Description

Disability Rights Montana (DRM) is an independent, nonprofit organization dedicated to protecting and advocating for the human, legal, and civil rights of Montanans with disabilities while advancing dignity, equality, and self-determination. DRM's mission is to advocate, educate, investigate and pursue legal, administrative, and other appropriate remedies to enable people with disabilities to participate equally and fully in all facets of community life.

Vision

We envision a society where people with disabilities have equality of opportunity and are able to participate fully in community life by exercising choice and self-determination.

Values

People with disabilities are full and equal persons under the law and are entitled to equal access to opportunities afforded to all members of American society.

People with disabilities are entitled to be free from abuse, neglect, exploitation, discrimination, and isolation, and to be treated with respect and dignity.

People with disabilities have access to age-appropriate services and supports that are shaped by the unique needs and preferences of each individual. Such services and supports are designed to foster independent, productive, and integrated community life.

People with disabilities have the right to make choices about all aspects of their life including daily routines and major life events.

Job Description

DRM's Abuse & Neglect Unit investigates allegations of abuse and neglect of individuals with disabilities. The Investigator/Advocate works under attorney supervision and conducts abuse and neglect investigations. 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. This is a full-time position located in Helena.

Essential Functions

- Conduct confidential abuse/neglect investigations and monitor facilities or programs serving individuals 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.
- Maintain knowledge of current statutes, regulations, and policies affecting persons with disabilities.
- Maintain knowledge of community resources.

Required Qualifications

- Bachelor's degree with three years qualifying experience or five years of qualifying experience.
- 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.

The position is located in Helena, Montana. Travel will be required. Starting salary \$49,025 – \$67,323 DOE. A generous benefit package includes paid time off, 403(b) retirement plan, health, life, dental, vision, long term care insurance, and professional development.

The position is open until filled. Review of applications will start on January 5, 2022. Please submit a letter of interest and resume to:

Katherine Murfitt
Director of Finance & Administration
1022 Chestnut Street
Helena, MT 59601
or by email to: Katherine@DisabilityRightsMT.org

Disability Rights Montana is an Equal Opportunity Employer