

POSITION OPENING
Investigator

Disability Rights Rhode Island (DRRI) is an independent, nonprofit legal agency designated as Rhode Island's federal Protection and Advocacy (P&A) System. We are part of the national P&A network created by Congress to help secure and advance the rights of people with disabilities.

Established in 1977, we currently administer nine federally funded programs that authorize us to provide legal protection and advocacy across a broad spectrum of disability-related issues. Individually, we provide services to over 1,000 persons with disabilities each year, while our systems advocacy work impacts the broader disability community as a whole.

We seek an experienced Investigator who is passionate about our mission and can implement a legal strategy that will enhance and move our work forward. Learn more at www.drri.org.

JOB DESCRIPTION

The Investigator reports to and is responsible to the Executive Director. This is an exempt professional position. The Investigator will have responsibility for investigating allegations of abuse and neglect of persons with disabilities. The Investigator is responsible for conducting more complex and sensitive in-field investigations and will assist in supervising, coordinating, training and providing technical assistance, and support to attorneys and other staff, as required. This position will require travel throughout the state and occasional travel out of state.

JOB RESPONSIBILITIES

1. Conducts complex and detailed abuse and neglect investigations involving persons with disabilities, including requesting and analyzing records and other evidence; interviewing witnesses, victims and other relevant persons; coordinating in-field investigations; and conducting facility inspections.
2. Reviews and analyzes medical and other records.
3. Prepares internal reports and memoranda which detail the investigation, findings and recommendations for further advocacy or investigatory activities.
4. Drafts clear and concise detailed written documents, including internal memorandum and public reports.

5. Cultivates and maintains effective working relationships with other local, state and federal agencies and organizations involved in preventing, investigating, or otherwise responding to incidents of abuse and neglect.
6. Assists in the development and implementation of systems reform activities.
7. Provides information and short-term assistance to Disability Rights Rhode Island clients and technical support and assistance to legal and advocacy staff.
8. Engages in community-based advocacy, outreach, and training to disability communities and organizations, particularly to underserved communities.
9. Prepares training materials, publications, reports and special projects.
10. Travel within Rhode Island and occasionally outside of state.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from a college or university in a related field (e.g., criminal justice, psychology, nursing).
2. Five years experience as an investigator which required the review of records, including medical records, on-line research, interviewing of clients, and analysis and evaluation of facts.
3. Ability to conduct complex and sensitive investigations.
4. Ability to communicate effectively in English both orally and in writing.
5. Ability to work as part of a team.
6. Basic word processing skills and computer literacy.
7. Experience working with or sensitivity to individuals with disabilities.
8. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

DESIRABLE QUALIFICATIONS:

1. Master's or other advanced degree in a related field (e.g., criminal justice, psychology, nursing).
2. Knowledge of licensing or other agencies which specifically address abuse, neglect, crimes, and quality of care issues affecting people with disabilities.

3. Experience working in advocacy or rights protection on behalf of persons with disabilities.
4. Ability to read, write and speak Spanish, or ability to communicate using American Sign Language.
5. Experience in the disability rights movement and/or extensive contacts in the disability community.
6. Experience with and/or extensive contacts in ethnic or language distinct communities.
7. Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse or Gay/Lesbian/Bi-Sexual/Transgender/Intersex (LGBTI) communities.

Salary Range: Depends on experience. DRRI offers a generous fringe benefits package, including: health; dental; life; disability; retirement; flexible spending accounts; paid holiday, sick, and vacation time-off; and company contribution to the retirement plan.

To Apply: Interested applicants should submit: (1) a cover letter; and (2) a resume, by email to contact@drri.org (**subject line: Investigator Application**), or mail to Disability Rights Rhode Island, 33 Broad Street, Suite 601, Providence, RI 02903.

DRRI seeks values-oriented candidates: DRRI serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote behaviors, attitudes and policies that help us work effectively in cross-cultural situations with clients, our co-workers, and our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. We are actively seeking candidates who are committed to these values.

Deadline to apply is March 15, 2020, or until position is filled.

Disability Rights Rhode Island (DRRI) is an equal opportunity employer and is committed to making all personnel decisions without regard to age, race, creed, religion, color, sex/gender, national origin, disability, marital status, citizenship, pregnancy, gender identity, sexual orientation, veteran status, domestic violence victim status, genetic predisposition, or any other status protected by law. Excellent Benefits, including health, vision and dental insurance, paid sick and annual leave, and 403(b).

Qualified persons with disabilities and minorities are encouraged to apply.

Location of the Position: Providence, Rhode Island

DRRI is an Equal Opportunity Employer.