

**Representative Payee Reviewer
Richmond Virginia
March, 2022**

Come join an organization that is making a difference in the lives of people with disabilities! The disAbility Law Center of Virginia (dLCV) is a statewide nonprofit organization that fights abuse, neglect and discrimination against people with disabilities. We are seeking a qualified candidate to conduct reviews of individuals and organizations serving as Representative Payees for Beneficiaries of Social Security, and to advocate for the rights of persons with disabilities through other programs at dLCV when needed.

The primary duty of this position is to review the practices of Representative Payees to ensure that Social Security benefits are received and disbursed in the best interest of the beneficiary. The incumbent will interview payees and beneficiaries; review and analyze financial records regarding the management of beneficiary funds; review the beneficiary's work site and housing facilities to assess their health and safety; and develop corrective action plans to assist representative payees in performing their duties as required by the Social Security Administration. The incumbent will also serve as a lead reviewer for other staff who are doing field reviews. The incumbent may take other action as appropriate to promote the safety and welfare of beneficiaries of Social Security.

The candidate will have a Bachelor's Degree, or equivalent life experience and education; experience in reviewing or handling financial records or accounts; a basic knowledge of disability rights and resources; a basic knowledge of Social Security benefit programs; and some knowledge of Virginia-specific and federal benefits and services for people with disabilities.

The preferred candidate will also have excellent interpersonal and communication skills; demonstrated sensitivity for people with disabilities and respect for cultural differences; experience in promoting and advocating for independence, informed choice, and self-determination for people with disabilities; commitment to community integration; and a demonstrated commitment to social justice.

The candidate must be proficient in Microsoft Office, Excel, and other standard applications; have the demonstrated ability to work independently from a remote work location; be able to manage time and duties professionally and responsibly; and be a team-player.

Extensive travel, with occasional overnight travel, is an essential function of this position. The successful candidate must be fully vaccinated against the COVID-19 virus and must be capable of obtaining a national security clearance.

This position will be open filled, but review of applications will begin March 28, 2022. Salary for a candidate with minimal experience is \$37,000, higher commensurate with education and experience. Generous benefits package includes paid time off, health insurance, short term and

long term disability insurance. To apply, submit a detailed cover letter and resume describing applicable qualifications and salary expectations to jobs@dlcv.org with "rep payee reviewer" in the subject line, or mail to Human Resources, 1512 Willow Lawn, Suite 100, Richmond, Virginia 23230. Information can also be faxed to (804) 662-7431.

Persons with disabilities and minorities are strongly encouraged to apply.
Reasonable accommodations upon request.