

**Disability Rights Tennessee (DRT) seeks a Financial Rights Reviewer to provide financial review on behalf of Tennesseans with disabilities appointed a Representative Payee to manage their Social Security benefits. This position will be based in Middle Tennessee and requires regular travel throughout the state, and overnight travel.** When not traveling, this is a remote position. This position is part of a program contracted through the Social Security Administration (SSA) **and Government clearance by the United States Government Office of Personnel Management, required. Only resumes submitted with a cover letter will be considered.**

### **Who We Are**

DRT is a nonprofit organization dedicated to protecting the rights of Tennesseans with disabilities. DRT is the designated Protection & Advocacy System (P&A) and Client Assistance Program (CAP) for Tennessee. For over 45 years, our agency has served more than 57,000 Tennesseans. DRT is funded through federal grants, state contracts, private donations, and grants. DRT has eleven programs which provide services across the state and across issues. Services include:

- Support & Resources
- Education & Outreach
- Investigation & Monitoring
- Advocacy & Legal Representation

To learn more about DRT, visit us at [DisabilityRightsTN.org](http://DisabilityRightsTN.org) or on social media.

### **What You'll Do**

- Audit financials and policies of Representative Payees as identified by SSA.
- Interview Representative Payees and assess compliance with SSA Guidelines.
- Provide Representative Payee education, as needed.
- Conduct interviews of Tennesseans with disabilities being served by the Representative Payee to ensure their wellbeing and satisfaction with the Representative Payee's performance.
- Adhere to strict SSA protocols for materials that include Personally Identifiable Information, and complete reviews in compliance with SSA requirements.
- Participate in outreach, professional development, referral activities and other tasks as assigned

For more information about SSA's RP program, visit: [Representative Payee Site Reviews conducted by Protection and Advocacy System](#)

### **Keys to Success**

- Undergraduate degree or 3 years of related experience, required
- Travel up to 20% of working hours; overnight travel, required
- Must reside within Middle Tennessee
- Existing knowledge of social security benefits and/or disability rights issues, preferred
- Existing knowledge of SSA's Representative Payee Program, preferred
- Ability to engage in logical analysis
- Sound professional judgement
- Strong organizational and time management skills
- Proficient use of computers and MS Office software.

- Ability to learn software specifically designed for the program.
- Strong oral and written communication skills
- Ability to work collaboratively in a team both as a lead Reviewer and secondary Reviewer
- Ability to professionally represent DRT

### **What Else You Should Know**

Equity, diversity, and inclusion are at the heart of DRT's mission, values, and daily practice. We are an equal opportunity employer, and we actively seek candidates from diverse backgrounds to join our team including but not limited to candidates with disabilities, persons of color, members of the LGBTQ community, professionals from various generations, and veterans.

- The position is full-time (37.5 hours per week, 7.5 hours per day).
- In-office work will be required at times. Remote work will be allowed for this position.
- The role will require routine statewide travel.
  - personal transportation, a valid TN driver's license and insurance are required.
  - all business travel is reimbursed and rental cars are provided for travel outside of 150 miles roundtrip
- Home internet is required.
- Equipment and technology will be provided by DRT and SSA.

The salary for this position begins at \$47,500. The exact salary depends on experience and skills. We offer excellent benefits such as flexible schedules, remote work, parental leave, paid federal and state holidays, paid annual, paid sick leave, 401K, and insurance options including medical, vision, dental, life, and disability.

### **What Now?**

If this seems like you, please send a **resume and cover letter** to Ann Anderson, Human Resources and Finance Director at [anna@disabilityrightstn.org](mailto:anna@disabilityrightstn.org)

If you have questions about the position, reach out to Jennifer Shilling, Representative Payee Program Director at [jennifers@disabilityrightstn.org](mailto:jennifers@disabilityrightstn.org)