**PROGRAM MANAGER – REPRESENTATIVE PAYEE TEAM**

**AGENCY DESCRIPTION**

Disability Rights Maryland (“DRM,” formerly Maryland Disability Law Center) a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages, statewide. DRM is a well-established, healthy, forward thinking organization and a recognized leader in disability rights.

**JOB DESCRIPTION**

The Program Manager will be responsible for the representative payee investigative program area, and works under the direction of a managing attorney or director. The Program Manager supervises four investigative advocates, and engages in outreach and educational activities. If the Program Manager is an attorney, s/he may provide legal advice, and represent clients in judicial and administrative proceedings and other contexts.

The ideal candidate will share DRM’s values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to community life with freedom from abuse and discrimination.

**JOB RESPONSIBILITIES**

Perform reviews or investigations of people or agencies serving as representative payees for Social Security beneficiaries. At times be co-assigned to conduct reviews with investigative advocates to ensure quality of work.

Monitor quality of casework provided by investigative advocates. Conduct and subsequently document performance reviews and, when necessary, develop, implement, and monitor performance improvement strategies.

Manage individual workload in conformity with DRM priorities, policies and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.

Review, correct and approve investigative advocates’ reports before submission to federal government.

Track team budget allocations.

Prepare and disseminate information brochures regarding rights of people with disabilities.

Attend and present training seminars as requested.

Exercise sound independent judgment in all advocacy activities. Maintain confidentiality and exercise discretion and judgment in a law firm environment.  
  
Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities. Understand and follow requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database and time tracking systems.  
  
Perform other appropriate duties as may be assigned. This job involves travel within Maryland approximately 50% of the time. Pre-approved travel and mileage costs will be reimbursed.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree from an accredited institution in a related field such as Social Work, and 6+ years’ related supervisory and grant management experience.

* or Master’s degree from an accredited institution in a related field such as Social

Work, and 3+ years of related and supervisory experience.

* or J.D. from an accredited law school, and 1+ years’ related and supervisory experience.

Ability to successfully obtain a U.S. Government level 5 security/ suitability clearance.

Ability to conduct research, analyze complex issues, and execute a variety of advocacy strategies.

Ability to communicate complex issues clearly and effectively both orally and in writing.

Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment.

Ability to work independently and in teams, successfully manage multiple work priorities and work under deadline pressure.

Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.

Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.

Computer literacy and proficiency with software utilized to carry out job functions.

Ability to travel within the State of Maryland with reliable transportation.

Strong commitment to DRM’s core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.

**OTHER HELPFUL QUALIFICATIONS**

J.D. preferred. Licensed to practice law in Maryland, with documentation of good standing. Recent law graduates and lawyers licensed in another state, willing to take the Maryland bar exam within 12 months, and able to provide documentation of entry to the Maryland bar within 18 months of employment at DRM, may also apply.

Relevant experience with people who have disabilities; work involving Social Security Administration, administrative appeals, court cases, and/or policy and systems work such as regulatory comments, advocacy with state agencies, and working in coalitions.

Ability to communicate in ASL, Spanish or another non-English language.

Life experience with disability.

Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.  
The salary range is approximately $41,600 (for an advocate with a Bachelor’s degree and 6 years’ experience) to $57,700 (for an attorney with 1 years’ experience), depending on education and experience. Benefits package is highly competitive with other Maryland public interest organizations.

E-Mail cover letter with resume and 3 references to: [jobs@disabilityrightsmd.org](mailto:jobs@disabilityrightsmd.org)   
with “Program Manager –Rep Payee” in the subject line to.

This position was announced March 17, 2021. Priority will be given to applications received by April 9th.