



Disability Rights DC is Seeking an Intake Specialist/Representative Payee Specialist

Disability Rights DC at University Legal Services (DRDC) is a non-profit law firm that serves as the Protection and Advocacy program for people with disabilities in the District of Columbia. DRDC is seeking a full-time Intake Specialist with the following responsibilities:

Handle all intake calls to determine eligibility for DRDC's services and provide oral and written information and referral;

Conduct reviews of representative payees for people with disabilities to ensure compliance with Social Security Administration requirements and to ensure the needs of beneficiaries/people with disabilities are being met;

Provide litigation support for class action litigation;

Open and close cases for attorneys and advocates;

Enter all information into computer database and run reports when necessary;

Assist with gathering data for federal reports and grantors;.

Provide administrative support to the office including back-up support for DRDC's receptionists.

Qualified candidates should have a demonstrated interest in public interest work and/or the civil rights of people with disabilities. Effective oral and written communication is essential. A bachelor's or associate's degree is required. Must be able to pass a federal background check. Bilingual (especially Spanish) is a plus.

Start Date: ASAP

Salary: \$40,000 to \$45,000, depending on experience. Benefits including employer-paid health insurance for employee, spouse/domestic partner and dependents and generous vacation, sick and personal leave.

Interested persons should email their resume and cover letter to Sandy Bernstein, Legal Director, at sbernstein@uls-dc.org.

