



## NOTICE OF AVAILABLE POSITION

**POSTING DATE: August 30, 2017 – Open Until Filled**  
**POSITION: Investigative Agent—Full-Time—Unclassified**

**QUALIFICATIONS:** Bachelor's Degree from a four-year college or university with specialty in education, social services, rehabilitation, criminal justice, or other related field. Possession of or ability to obtain and then maintain an Ohio Department of Developmental Disabilities Investigative Agent Certification. Effective verbal and written communication skills with ability to communicate with diverse and varied types of people. May be required to work other than regular hours based on service need. Ability to be on-call. Satisfactory Criminal Background and Registry checks and acceptable pre-employment drug screen. Possession of a valid driver's license with less than 6 points. **PREFERRED**

**QUALIFICATIONS:** Three (3) years of experience working with various law enforcement agencies or court probation/parole and/or conducting investigations. 3 years' experience performing investigative work of a UI or MUI nature.

### **DUTIES:**

Due to the need for 24-hour availability related to Major Unusual Incidents, the incumbent must be available / responsive by phone or in person in MUI situations to consult with on-call staff, coordinate or conduct investigations. This person will be responsible for the reporting, investigating and recording of major unusual incidents, including collaboration with the Ohio Department of Developmental Disabilities, law enforcement, courts, staff, Board contracted entities, and administration. Initiates investigations immediately if there is substantial risk of harm to the individual.

Cooperates fully with the law enforcement agency, or other lead investigative entity responsible for investigating the report and for filing any resulting criminal charges, and, on request, turn over evidence to the entity. Prepares, writes and completes forms, reports, correspondence, case summaries and other related material when necessary to report and interact with such agencies.

Works with individual teams to identify causes / contributing factors as well as preventative measures and plans to remediate potential occurrences and prepares written reports using sound investigative criteria to re-enforce the reasons for the determination.

Collaborates with the Ohio Department of Developmental Disabilities, law enforcement and courts. Identifies human and/or system factors contributing to unusual incidents. Interacts closely with Service & Support Administrators when necessary to ensure individual safety, advocacy and services are properly maintained at all times.

Maintains and updates individual files as required. Reviews unusual incidents and database in order to assist in the need for behavior modification plans, determine status of report with regards to emergency, priorities, and reclassification to MUI. Sorts and generates reports for staff for individual planning purposes. Develops and provides training to staff and contracted entities for the purposes of identifying, and reporting unusual and major unusual incidents.

**HOURS:** Full time; 260 days per year; The agency is open M – F 8:00 am to 4:30 pm, but this position may be required to work additional hours or days due to the nature of the work.

**PAY:** Starting pay is 18.08/hour. Additional is commensurate with experience.

**CONTACT:** To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the Riverside application **must** be completed. Applications can be obtained at the front desk or at [www.riversidedd.org](http://www.riversidedd.org).

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