

Job Opportunity: Investigative Agent

POSTING DATE: July 8, 2019 – July 26th, 2019

POSITION & PROGRAM: Investigative Agent/Quality and Innovation Department

POSITION DESCRIPTION:

Due to the need for 24-hour availability related to Major Unusual Incidents (MUI), 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 is 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.

QUALIFICATIONS:

- Bachelor's degree or equivalent education and experience
- Ability to obtain and maintain an Ohio Department of Developmental Disabilities Level One Investigative Agent Certification within the first year of employment
- Satisfactory criminal background and Abuser Registry Check
- Satisfactory pre-employment drug test
- Valid driver's license
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct

DUTIES:

- Conducts major unusual investigations as well as monitors and reviews all unusual incident reports generated by the Board and their contracted entities.
- Cooperates fully with the law enforcement agency, or other lead investigative entity responsible for investigations.
- 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 preventative measures and implement prevention plans to remediate potential future occurrences and prepares written report stating the reasons for the determination. Utilizes decision-making, crisis intervention, judgment, and stress management skills.

- Utilizes well-developed planning/organizing, verbal and written communication, analysis, formal presentation and decision-making skills to inquire, assess, evaluate, and extrapolate cause and effect of incidents.
- Consults with service providers, Board staff and administration to improve, expand, and/or assist to prevent future recurrences.
- Collaborates with the Ohio Department of Developmental Disabilities, law enforcement and courts. Interacts closely with Service & Support Administrators when necessary to ensure consumer safety, advocacy and services are properly maintained at all times.
- Actively participates in internal, local, and state committees related to unusual and major unusual incidents.
- Supports individuals served in navigating the criminal justice system, either as a victim or perpetrator.
- Other duties as assigned

HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.

SALARY: \$18.80/hour or higher based on experience

FLSA: Exempt from overtime

TO APPLY: Please submit applications/resumes by **July 26, 2019**

Email nicole.eckert@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.335.6907

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under About>Careers