

# Southern Ohio Council of Governments

## POSITION DESCRIPTION

**Title:** Investigative Agent

**Requirements:** Bachelor's degree in law enforcement, criminology, social work, or a related field. Eligible for Investigative Agent Certification through the DODD. Ability to read, review, and analyze written material and data for compliance with local, state and Medicaid standards. Excellent communication and writing skills. Ability to work in a team oriented environment. Experience in the area of DD helpful. Must maintain a valid Ohio Driver's License and maintain a status of insurability for motor vehicle insurance. Reliable transportation a must.

### **Duties:**

- Investigate abuse, neglect, and MUI's per the procedures established by the SOCOG and the participating counties assigned.
- Review all abuse, neglect, and MUI's submitted to SOCOG by member counties.
- Travel to appropriate sites, conduct and/or coordinate investigations, review physical evidence, and interview witnesses.
- Work jointly with law enforcement, Job and Family Services offices, County Board Service and Support Administrators and Prosecutors.
- Maintain accurate case notes and Medicaid billing records.
- Provide testimony, affidavits, depositions, and other supportive information and materials when appropriate.
- Prepare cumulative reports for county boards and other involved agencies.
- Assure compliance with DODD rules, local, state, and federal regulatory policies and procedures.
- Provide technical assistance to member counties' staff, local agencies, etc. as requested.
- Work as a team member to assure coordinated, effective relations between SOCOG staff, individuals, family members, providers, departments, and the SOCOG governing board.
- Maintain an attitude and conduct of appropriate social and moral behavior as a public servant.
- Understand and practice the professional code of ethics in keeping with confidentiality of information and materials with which he or she may come in contact.
- Perform related duties as required.

**Supervisor:** Quality Services Supervisor

**Work Time:** 40-hour week, overtime exempt, flexible hours based on operational need. On-call status: 24 hour, seven days per week.

### **Other:**

- Duties may require working under hazardous and potentially violent, threatening, or physically demanding conditions.
- Bureau of Criminal Investigation background check required.
- Medical examination and drug screening required upon offer of employment.