



# Southern Ohio Council

## A Council of Governments

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Phone Number 740-775-5030  
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[www.socog.org](http://www.socog.org)

**Job Title:** Investigative Agent / MUI Contact

**Application Deadline:** June 17, 2022

**Location:** SOCOG / Lawrence County Board of DD

**Required Degree:**

Bachelor's degree in law enforcement, criminology, social work, or a related field

**Licensure/Certification Required:**

Eligible for Investigative Agent Certification through the Ohio Department of Developmental Disabilities

**Minimum Qualifications:**

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 developmental disabilities field helpful; Must maintain a valid Ohio Driver's License and maintain a status of insurability for motor vehicle insurance; Reliable transportation a must.

**Job Duties:**

Report allegations of abuse to DODD through the ITS system within appropriate timeframes; Report allegations of abuse and neglect to children services and law enforcement when applicable; Report allegations of abuse or neglect within 24 hours to the individual, guardian, and licensed or certified provider as prescribed in the MUI rule; 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; Ensure the preventative actions and follow up actions the team established are completed; Prepare cumulative reports (trends and patterns) for county boards and other involved agencies as described in the MUI rule.

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 MUI contact duties as required such as reviewing and logging UI/MUIs and ensuring immediate and appropriate action is taken to prevent further harm to the individual.

Perform any other duties as assigned by supervisor.

**Other:**

- Up to 40 hours a week, overtime exempt, flexible hours based on operational need. On-call status: 24 hour, seven days per week
- Bureau of Criminal Investigation background check and drug screen required upon offer of employment
- Duties may require working under hazardous and potentially violent, threatening, or psychically demanding conditions