



JOB POSTING – DATED

Opportunities Unlimited of Niagara, Niagara County, NY

www.oppunlimited.org/about/employment/job-openings/

Human Resources Department 504-2625 or inquire@oppunlimited.org

Roxane Albond-Buchner, Manager of Recruitment & Community Relations

PLEASE POST

DATE: November 16, 2017
POSITION AVAILABLE: Administrative Investigator
(Non-Bargaining Unit Position)
WORK LOCATION: 2393 Niagara Falls Blvd., Niagara Falls, NY
WORK SCHEDULE: Monday-Friday 8:30 AM-5:00 PM (1/2 hour lunch)
40 Hours per Week (Flexible, including evenings and weekends when necessary).

QUALIFICATIONS:

Bachelor's Degree in a related field and five years of directly relevant professional experience which will include the conducting of professional investigations, depositions and surveillance OR **Associate's Degree** in a related field and seven years of directly relevant professional experience which will include the conducting of professional investigations, depositions and surveillance OR, an **Equivalent Combination** of related education, training and directly relevant experience to possess the necessary knowledge and skills deemed to have the ability to be fully proficient in performance of the job duties for the position.

Must have a valid New York State driver's license and must meet the Agency's driving requirements, which includes a satisfactory driver's license record (MVR).

MAIN FUNCTION:

The Administrative Investigator will plan, organize and conduct investigations to prevent and detect improper conduct and practices to ensure compliance with all laws, rules, governmental regulations and internal policies and procedures. With significant latitude for the exercise of independent judgment and initiative, will perform professional level investigations of varying degrees of complexity on a wide range of subject matter. The Administrative Investigator will work independently and collaboratively with other Agency Departments, including but not limited to Human Resources, Quality Management and Corporate Compliance.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. As an unbiased and objective fact gatherer, will develop an investigative plan, identify and secure information through interviewing employees and other potential witnesses, determine what documents and other evidence must be reviewed/considered, and perform surveillance activities when deemed warranted.
2. Ensures the integrity of the investigative process, treats all interviewees with courtesy and respect, and displays sound judgment and the utmost discretion with confidential and sensitive information.
3. Will prepare objective and comprehensive reports that will summarize the information gathered during the investigations.

TO APPLY:

Interested applicants may submit a cover letter and resume to inquire@oppunlimited.org or mail/drop off to the Human Resources Department, 2393 Niagara Falls Blvd., LPO Box 360, Niagara Falls, New York 14304-0360. Please submit your letter of interest/resume by **November 22, 2017**.

People with intellectual and other developmental disabilities across Niagara County are waiting for you...We offer competitive salaries and benefits...Take the first step and apply TODAY.