



Career Opportunity Posting

Position:	Disability Benefit Specialist	Department:	Aging and Disability Resource Center
Status:	Part Time; 37.5 hrs/pay period	Manager:	Sue Richmond
Position Classification:	15	Schedule:	1 st week: Thurs & Friday 2 nd week: Mon, Tues & Wed
Salary Range:	\$15.60 - \$19.50	Hours:	8:00 a.m. – 4:00 p.m.
FLSA Status:	Non-Exempt	Posting Expiration:	April 30 2021

Position Summary: The Disability Benefit Specialist provides information, assistance, counseling and representation relating to public benefits and other programs and services to and for persons with disabilities aged 18 to 59.

Major Areas of Accountability:

1. Provide accurate information on public and private benefits and programs.
2. Provide assistance in accessing public and private benefits and programs.
3. Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate.
4. Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records.
5. Provide information and assistance with grievance and appeal rights and processes.
6. Adhere to confidentiality standards.
7. Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification.
8. Consult regularly with program attorney regarding individual cases and general caseload.
9. Make referrals to other agencies and services, when appropriate.
10. Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner.
11. Attends conferences, workshops, seminars and other related training to keep current on changes in public entitlement programs.
12. Any other duty as assigned.

Knowledge, Skills and Abilities:

- 4-Year College Degree in Human Services related field is required.
- Experience and desire to work with persons with disabilities in a friendly and caring manner.
- Knowledge of computer hardware, software and accessories.
- Ability to take and keep accurate records and files.
- Ability to work independently, organize and prioritize work.
- Knowledge of general office operations and work with a high level of accuracy.
- Must have good typing and verbal / writing skills.

If you are interested in this opportunity, please complete an Internal Transfer Request Form (available on allshare/HumanResources/Internal Transfer) with your resume attached and submit to the Human Resources Department by the posting expiration date. *This posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*