




Lafayette County Human Services
15701 County Road K, Suite 3
Darlington, WI 53530
Phone: 608-776-4800
Fax: 608-776-4890/608-776-4914

NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director 

DATE: September 15, 2021


RE: Available Position – Disability Benefit Specialist
Aging & Disability Resource Center (ADRC)

The Lafayette County Human Services Department is hereby posting this notice of position availability for a Disability Benefit Specialist position. This is a full-time position. A copy of the job description is attached.

This vacancy shall remain posted in the County system for a period of seven (7) working days, until **Friday, September 24, 2021**. Anyone wishing further information may contact Lafayette County Human Services at (608) 776-4800.

To apply: go to the Lafayette County Website: www.lafayettecountywi.org

For questions, please contact Amy Thomas, Executive Secretary, Lafayette County Human Services, 15701 County Road K, Suite 3, Darlington, WI 53530, 608-776-4910.


Posted: A. Thomas
September 15, 2021

advertisement/job vacancy posting (Disability Benefit Specialist 09-2021)
Posted at Human Services
Sent via email to: Courthouse; Health Dept.; Land Conservation; Highway, Hospital, Manor; Sheriff's Dept.

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.



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Job Title: Disability Benefit Specialist
Wellness and Prevention Coordinator

Hours: Regular Full-Time/40 hours per week; Monday-Friday

Pay Range: \$19.62/hour (2021 rates); plus longevity, if applicable

Department: Human Services/ADRC

Reports to: ADRC Manager

FLSA: Non-Exempt

Position Purpose: The Disability Benefit Specialist serves persons between the ages of 18-59 years with physical disabilities, developmental disabilities, mental health, or substance abuse problems to assure they receive information and assistance in accessing the public and private benefits for which they are eligible. The disability benefit specialist program attorneys provide technical assistance, substantive case oversight, and mandatory trainings to the Disability Benefit Specialist and provide input to the local supervisor on the quality of the Disability Benefit Specialist's work as part of the employee performance evaluation process.

This position is also responsible for planning and implementing a range of prevention, early intervention and evidence based prevention programs for elderly and disabled adults to promote independence and choices toward a healthier lifestyle. This position will provide direct service, as well as encourage other community partners' involvement and actively recruit volunteers for the ADRC health promotion services.

Essential Position Responsibilities:

In consultation with legal backup, the Disability Benefit Specialist will:

- Provide information about public and private benefits programs and assist consumers as needed to access such benefits.
- Provide benefit eligibility counseling based on client specific information.
- Assist consumers with application filing and development, including gathering necessary documentation and investigation of relevant facts.
- Analyze contact information, determine agency jurisdiction, and initiate contacts on behalf of the consumer.
- Facilitate the resolution of complaints and/or problems with benefits programs.

- Inform consumers with appeal procedure information and represent them (when appropriate) in the appeal process.
- Maintain accurate and complete program records.
- Ability to effectively communicate orally and in writing to clients, co-workers and other professionals.
- Ability to apply common sense, professional aptitude to problems and situations when dealing with people.
- Coordinate with other Department employees to share information as appropriate regarding supports, services, benefits and procedures.
- Provide consumer and volunteer training and technical assistance to develop self and family advocacy.
- Participate in meetings and training opportunities to enhance skills
- Assist with the Resource Center coverage.
- The Disability Benefit Specialist shall attend and successfully complete initial and ongoing training as required by the Department.
- Participates in related Aging and Disability Resource Center programs and other duties as assigned by the ADRC Manager and Administrative personnel.
- Plans, implements, and evaluates evidence-based prevention programs that impact the lifestyle and/or behavioral health habits of the aging population and adults with disabilities
- Coordinates with community partners and resources to promote programs throughout Lafayette County
- Seeks opportunities to promote and market Wellness programs; coordinates special events or activities in the community
- Promotes ADRC services and programs and/or provides health information to the community; organizes promotional information and materials for the public; provides public information and education on evidence-based programs
- Actively recruits for program participants
- Organizes and provides training sessions and classes; may find health professionals as guest experts to supplement workshop sessions; makes required arrangements for workshop locations, display boards, workshop support, etc.
- Coordinates pre- and post-course surveys; collects and analyzes data; and completes Federal and State reporting requirements
- Actively recruits volunteers to assist with all ADRC programs, manages and supports Wellness volunteers as needed.
- Develop and participate in community collaborative and coalitions to address health promotion needs of aging and disabled populations.

Position Requirements:

- Bachelor's degree in Social Work or Human Services related field, with knowledge and experience in areas such as public benefits, entitlements, insurance, consumer issues, long term care service system, and legal system.

- Equivalent of at least one year full-time experience in a health or human service field, working with one or more of the client populations served by the ADRC (elderly or adults with physical or intellectual disabilities). Qualifying work experience may be paid or unpaid and may include internships, field placements and volunteer work.
- Have the ability to maintain confidential information.
- Possess computer skills with the ability to learn new programs.
- Assessment and interviewing skills.
- Ability to organize, prioritize and utilize conflict resolution and problem solving techniques.
- Be a self-starter and self-directing person.
- Valid driver's license required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates in a variety of community settings including family homes.

DISCLAIMER CLAUSE:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. Note: Other duties may be assigned by ADRC Manager and/or Director.