**SOCIETY’S ASSETS, INC.**

**IL JOB DESCRIPTION IL – 4.10 Rev. 4/11/11, 7/16, 5/17**

**BENEFITS SPECIALIST – HOURLY (NON EXEMPT)**

**ELKHORN OFFICE**

**JOB SUMMARY:** The Benefits Specialist is responsible for providing information and advocacy services to persons with significant physical disabilities to assist them in decision making regarding employment work incentives, and benefits.

**QUALIFICATIONS:** Bachelor’s Degree in Human Service Field preferred or life equivalent. Two or more years experience working with persons with significant disabilities. Prior experience working with Health/Long Term Care (LTC) Benefits, work incentive programs and vocational options for persons with significant disabilities. Two or more years’ experience with advocacy and consumer directed services.

**RESPONSIBILITIES:**

Essential Job Functions:

1. Receive training necessary to stay well informed on all aspects of benefits for persons with significant disabilities - SSI, SSDI, SSA, WORK INCENTIVES, DUAL BENEFICIARY, PASS, IRWE, MEDICARE, MEDICAID, LONG TERM SUPORT, AFDC, FOOD SHARE, HOUSING SUBSIDIES, and all other income and disability related benefits.
2. Frequently meet with DVR counselors and consumers to discuss benefits, work incentives, provide ongoing support, and to empower disabled individuals to make informed employment choices.
3. Positively engage with outside agencies including local SSA office, State Consortiums, Aging and disability Resource centers, and others.
4. Provide in-depth written analysis of benefits, written in language the consumer will be able to understand.
5. Adhere to confidentiality standards with the proper releases/authorizations, and respecting consumer information sensitivity.
6. Provide effective communication to consumers, Resource Team and other service providers.
7. Provide agency and program required documentation.
8. Attend conferences/training both in and out of service area. (Overnight travel may be required).
9. Attend SAI staff meetings.
10. Keep apprised of health/Long Term Care benefits, work incentive programs, employment impact and options.
11. Complete all paper work in a timely and accurate manner.
12. Uphold IL philosophy in all services provided.

Non-Essential Job Functions:

1. Provide presentations and trainings to agencies and/or communities in service area.
2. Perform all other job duties assigned.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to lift (BEND, PUSH AND PULL) a reasonable weight. Physical flexibility to match requirements of position.

Emotional Demands:

Must be able to remain calm in challenging or difficult situations. Must project customer service standards of excellence – must treat clients/consumers and staff with respect, dignity and kindness.

Accountability:

The Benefits Specialist is directly accountable to the Director of Independent Living.

If you wish to apply for this position, please send a letter of interest or resume to

Director of IL, Karen Olufs