

#102 Disability Benefits Specialist
Classification Level NE 4
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 7/21/2022 External: 7/21/2022

Hours: Up to 40/week

Apply To: Andrea Taylor

REPORTS TO: Benefits Supervisor

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a full-time, professional, position that provides comprehensive benefits analysis including Social Security, Medicare, Medicaid, health insurance benefits, housing programs, and food assistance programs. This position is responsible to assist consumers with all benefits for which they are eligible. This position coordinates with other county, community, and governmental agencies.

TYPICAL RESPONSIBILITIES:

1. Participate in ongoing benefits counseling training, continuously improving cultural proficiency and the ability to work with a diverse population.
2. Provide direct assistance with Social Security application and post entitlement
3. Provide in-depth analysis of health care coverage and other government benefits.
4. Advise and counsel individual and family members on eligibility rules and application procedures for private and public benefits.
5. Represent consumers as their advocate in adverse decisions made by administrative agencies, this includes providing grievance and appeals rights and procedures.
6. Participate in collaborative meetings as necessary
7. Adhere to confidentiality standards.
8. Timely completion and proper filing of paperwork.
9. Maintain a safe environment for all co-workers and program participants.
10. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
11. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Solicit feedback from participants and other stakeholders.
2. Assist in the development of tools for the communication and promotion of the program.
3. Participate in offsite and out of town training.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 7/21/2022

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MINIMUM QUALIFICATIONS:

- Bachelor's degree in human services, social work or a related field.
- One-year experience working with persons with disabilities.
- Experience working with public benefits programs.
- Strong verbal and written communication skills
- Must have a vehicle that the KAC determines to be in good working order
- Must have a valid driver's license and a clean driving record

PREFERRED QUALIFICATIONS:

- Able to speak a second language
- Experience as a benefits advocate

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 frequently required to sit, stand, walk, kneel and stoop. Approximately 30% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors.

The employee must lift, push & pull a minimum of 50 pounds with help, 20 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.