

Elderly & Disability Benefits Specialist (Full-Time)



Description of Duties

This combination position will provide the older adults and adults with disabilities, information and assistance regarding public and private benefits, entitlements and legal rights. Provide various levels of advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate.

This position will provide the following essential functions (this list is not to be construed as all-inclusive):

- Act as liaison on benefit issues such as application, appeals, and advocacy relating to public benefits including but not limited to Medicare, Medicare supplemental insurance, supplemental security income (SSI), Social Security, Social Security Disability Insurance, medical assistance, food share, long term care services, Homestead Tax, and other legal benefit programs and problem resolution.
- Prepare factual evidence and briefs for denied benefit appeals; provides advocacy and representation for customers in matters which require review, waiver, reconsideration or hearings up to the Administrative Law Judge or the Office of the Commissioner of Insurance level under the direction of legal back up supervising attorneys and communicates with other agencies as necessary throughout the process.
- Conduct outreach, conduct home visits, and provide information to alert customers of their rights, benefits, and entitlements; may provide consumer advocacy through media, public speaking and individual contacts.
- Perform research and investigate issues and cases as needed to resolve customer issues/concerns.

Deadline

Applications will be accepted until the position is filled.

Questions about the position can be directed to Tiffany White at 715.528.3460 or email twhite@florencecountywi.gov

Florence is an Equal Opportunity Employer

Visit www.florencecountywi.com for more information.

Interviews will be scheduled as soon as possible.

Requirements

- Bachelor of Arts or Science degree and at least one year of experience working with individuals with dementia. Note: The ADRC can choose to request an exception to the education/experience requirement for an excellent candidate, but such approval is solely the discretion of Wisconsin Department of Health Services (WI DHS).
- Must successfully complete initial and ongoing trainings as required by WI DHS and the ADRC of Florence County.
- Must have excellent written and verbal communication skills as well as strong interview and active listening skills.
- Must have strong computer skills and the ability to effectively utilize required software and database programs.
- Ability to travel locally and state-wide for training and conferences.

Employment Benefits

- This position is full-time, 35-40 hours per week
- Position Pay beginning at \$19.00 - \$24.00 (based on qualifications)
- Paid Vacation, Personal Time, Sick Leave

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:

Florence County Clerk's Office

RE: Elderly & Disability Benefit Specialist

PO Box 410, Florence, WI 54121

OR apply by email to: dtrudell@florencecountywi.gov