

Benefits Specialist /Work Incentive Specialist (WISA)

Benefits To Work LLC

JOB DESCRIPTION

Salary - \$20 - \$25 an hour

On Call Position

Status: On Call - Employee Status

The Benefits Specialist/WISA Contractor assesses the financial status of the client, their debt to income ratio, and their potential to live independently. The Specialist then evaluates the client's current disability; financial strengths, weaknesses, and opportunities. A full assessment is made as to what Benefits and Services are needed to enable this client to become employed and self-sufficient, or eligible for Social Security Disability and/or Social Services Benefits.

JOB DESCRIPTION

The candidate reviews available data and provides a series of client assessments that help to determine their financial and benefit goals. A report is required to be generated, which includes the evaluation of fiscal data with recommendations. This position requires a self-starter, who has excellent computer and time management skills, is available to work a flexible schedule, is licensed, and has reliable transportation.

RESPONSIBILITIES

The candidate will be expected to create a Budget and Benefit Analysis. Once completed, follow-up services will be provided to assist the client to apply for benefits. The Benefits Specialist will continue to analyze new information and adapt their recommendations with the client. Attendance at team meetings is required. Completes other duties as needed.

REQUIRED QUALIFICATIONS

A Bachelor's degree in a related field, such as Rehabilitation Counseling, Social Work, Vocational Rehabilitation, Psychology, Sociology, Counseling, or Human Services. Two years of related experience is required. Preferred Social Services Benefits experience or Social Security Disability Determination, or a combination of education and

experience. WISA Certification (Cornell University) and/or WIP Certification (VCU) can be achieved once hired.