

Benefits Specialist
Good Steward Business & Benefits Consulting
Salary - \$25 - \$30 an hour
Part-Time

The Benefits Specialist 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. The preferred Specialist will have experience in working with Social Services Benefits; Social Security Administration and /or legal systems.

JOB DESCRIPTION

The candidate reviews available data and provides a series of client assessments that help to determine their financial and benefit goals. A written 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, and has reliable transportation.

RESPONSIBILITIES

The candidate with complete Benefit Assessments and write reports with benefit and budget recommendations. The candidate will be expected to create a Budget and Benefit Analysis. Once completed, the specialist may provide follow-up services, as required. A large part of follow-up services includes helping clients' apply for benefits and navigate the Social Security Administration and Social Services systems. 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 assigned.

REQUIRED QUALIFICATIONS

A Bachelor's degree in a related field, such as Business Administration; Law; Social Work; Rehabilitation Counseling; Vocational Rehabilitation; Psychology; Sociology, or Human Services. Two years of related experience is required or a combination of education and experience.

Work Incentive Specialist Advocate (WISA) Training provided.

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