

**POSITION DESCRIPTION
VILAS COUNTY**

<u>SECTION I: GENERAL INFORMATION</u>	DRAFT	FINAL X
Position Title: Disability Benefit Specialist	Department: Aging and Disability Resource Center	
Immediate Supervisor's Position Title: Aging and Disability Resource Center Director	FLSA Status/Pay Classification Code: Non-Exempt	
Original Description Date: August 2018	Revised Date:	
Oversight Committee: Aging and Disability Resource Center Board	Approved Date:	
Approved by: Human Resources Director	Approved Date: August 2018	

Job Summary:
The Disability Benefit Specialist provides information, assistance, counseling and representation relating to public benefits and other programs and services to and for persons with disabilities aged 18 to 59.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide accurate information on public and private benefits and programs.
2. Provide assistance in accessing public and private benefits and programs.
3. Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate.
4. Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records.
5. Provide information and assistance with grievance and appeal rights and processes.
6. Adhere to confidentiality standards.
7. Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification.
8. Consult regularly with program attorney regarding individual cases and general caseload.
9. Make referrals to other agencies and services, when appropriate.
10. Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner.
11. Attends conferences, workshops, seminars and other related training to keep current on changes in public entitlement programs.
12. Any other duty as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis: Human Services-related field.
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
Valid driver's license

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
Working with persons with disabilities.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Experience and desire to work with persons with disabilities in a friendly and caring manner.
- Knowledge of computer hardware, software and accessories.
- Ability to take and keep accurate records and files.
- Ability to work independently, organize and prioritize work.
- Knowledge of general office operations and work with a high level of accuracy.
- Must have good typing and verbal / writing skills.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

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This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.