Responsibilities and Qualifications Summary for
Certified Benefits Counselor

NON-EXEMPT

SUMMARY: To provide individualized benefits analysis and evaluation, benefits support planning and benefits management. This position is also responsible for conducting outreach efforts to disseminate accurate information to families, employment staff and others regarding work incentives and the impact of working while receiving public benefits.

REPORTS TO: Program Director of Full Circle Employment Solutions LLC

ESSENTIAL FUNCTIONS:
The below statements are intended to describe the general scope of work being performed by this position. This is not a complete listing of all duties and responsibilities required. Other duties may be assigned.

- Provide direct service and training to beneficiaries, families and representative payees;
- Maintain proper information and documentation of case files in a database;
- Provide follow up assistance with beneficiaries, agencies, and other support team members as necessary;
- Explain the effects of employment and self-employment income on SSI, SSDI, Medicaid, Medicare and other public benefit programs;
- Assist beneficiaries in understanding how to request and utilize work incentives;
- Prepare a detailed, written Benefits Summary and Analysis to outline how employment will impact benefits;
- Facilitate the development of any work incentives including, but no limited to PASS, IRWE, PESS, BWE, etc.;
- Act as the liaison between the Social Security Administration (SSA) and the beneficiary if necessary;

OTHER FUNCTIONS MAY INCLUDE:

- Provide written Work Incentive Plans, Benefits Employment Management Reports, WorkWorld reports and other reports to beneficiaries and funding sources as needed;
- Assist in tracking and reporting wages for beneficiaries to SSA on a monthly basis;
- Provide on-going support as beneficiaries increase their earned income and reduce their dependency on benefits;
- Provide career counseling and/or job coaching to beneficiaries;
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE:

- BA/BS in Human Services Field and 2 years of experience working with individuals with disabilities.
- Certification as a Community Work Incentive Coordinator (CWIC) or Community Partner Work Incentive Coordinator (CPWIC) through Virginia Commonwealth University.
- State Benefits Counseling Certification (if required by state) to be completed within 6 months of start date.
- Meet additional CPWIC requirements if working under WIPA/

QUALIFICATION REQUIREMENTS:

- Demonstrate computer proficiency including Microsoft Office 365 programs
- Must be able to maintain confidentiality.
- Must be able to pass a Social Security Suitability clearance and drug test.
- Must maintain current CWIC/CPWIC (meet additional requirements if under WIPA) certification.

LANGUAGE SKILLS:

- Ability to effectively communicate in oral and written communication to beneficiaries, internal staff, external stakeholders, and providers.
- Ability to effectively present information and respond to questions from beneficiaries, external stakeholders, and providers.

MATHEMATICAL SKILLS:

- Ability to perform basic mathematical operations to include addition, subtraction, multiplication and division. Ability to compute rate, ratio and percentage.

PHYSICAL REQUIREMENTS:

The physical demands described here 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.

This position is considered sedentary work. Lifting 10 lbs. maximum and occasionally lifting and /or carrying such articles as dockets, ledgers, and small electronic equipment. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

I have read and acknowledged:

Employee Signature: Date:

Employee Printed Name: