NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director

DATE: August 1, 2016

RE: Available Position for Disability Benefit Specialist Social Worker Aging Disability Resource Center (ADRC)

The Lafayette County Human Services is hereby posting this notice of position availability for a Disability Benefit Specialist Social Worker position in the Lafayette County Human Services Department. This position is a full-time position. A copy of the job description is attached.

This vacancy shall remain posted in the County system for a period of seven (7) working days. Anyone wishing further information may contact Kristine Brunkow, Executive Secretary, Lafayette County Human Services at (608) 776-4910.

To apply: go to Wisconsin Job Network Quick Link on the Lafayette County Website: www.co.lafayette.wi.gov/ by Wednesday, August 10, 2016 at 4:30 p.m.

Posted: August 1, 2016
K. Brunkow
Lafayette County Job Description

Position Title: Disability Benefits Specialist (Grade 1)
Wellness and Prevention Coordinator

Department: Human Services/ADRC

Reports to: ADRC Manager

Supervises: N/A

Hours per week: 40 Hours

Position Purpose: The Disability Benefit Specialist serves persons between the ages of 18-59 years with physical disabilities, developmental disabilities, mental health, or substance abuse problems to assure they receive information and assistance in accessing the public and private benefits for which they are eligible. The disability benefit specialist program attorneys provide technical assistance, substantive case oversight, and mandatory trainings to the Disability Benefit Specialists and provide input to the local supervisor on the quality of the Disability Benefit Specialist’s work as part of the employee performance evaluation process.

This position is also responsible for planning and implementing a range of prevention, early intervention and evidence based prevention programs for elderly and disabled adults to promote independence and choices toward a healthier lifestyle. This position will provide direct service, as well as encourage other community partners’ involvement and actively recruit volunteers for the ADRC health promotion services.

Essential Position Responsibilities:

In consultation with legal backup, the Disability Benefit Specialist will:

1. Provide information about public and private benefits programs and assist consumers as needed to access such benefits.
2. Provide benefit eligibility counseling based on client specific information.
3. Assist consumers with application filing and development, including gathering necessary documentation and investigation of relevant facts.
4. Analyze contact information, determine agency jurisdiction, and initiate contacts on behalf of the consumer.
5. Facilitate the resolution of complaints and/or problems with benefits programs.
6. Inform consumers with appeal procedure information and represent them (when appropriate) in the appeal process.
7. Maintain accurate and complete program records.
8. Ability to effectively communicate orally and in writing to clients, co-workers and other professionals.
9. Ability to apply common sense, professional aptitude to problems and situations when dealings with people.
10. Coordinate with other Department employees to share information as appropriate regarding supports, services, benefits and procedures.
11. Provide consumer and volunteer training and technical assistance to develop self and family advocacy.
12. Participate in meetings and training opportunities to enhance skills
13. Assist with the Resource Center coverage.
14. Participate in after hours emergency on call rotation as directed.
15. The Disability Benefit Specialist shall attend and successfully complete initial and ongoing training as required by the Department.
16. Participates in related Aging and Disability Resource Center programs and other duties as assigned by the Job Center Manager and Administrative personnel.
17. Plans, implements, and evaluates evidence-based prevention programs that impact the lifestyle and/or behavioral health habits of the aging population and adults with disabilities
18. Coordinates with community partners and resources to promote programs throughout Lafayette County
19. Seeks opportunities to promote and market Wellness programs; coordinates special events or activities in the community
20. Promotes ADRC services and programs and/or provides health information to the community; organizes promotional information and materials for the public; provides public information and education on evidence-based programs
21. Actively recruits for program participants
22. Organizes and provides training sessions and classes; may find health professionals as guest experts to supplement workshop sessions; makes required arrangements for workshop locations, display boards, workshop support, etc.
23. Coordinates pre- and post-course surveys; collects and analyzes data; and completes Federal and State reporting requirements
24. Actively recruits volunteers to assist with all ADRC programs, manages and supports Wellness volunteers as needed.
25. Develop and participate in community collaborative and coalitions to address health promotion needs of aging and disabled populations.

Position Requirements:

- Bachelor's degree in Social Work or Human Services related field, with knowledge and experience in areas such as public benefits, entitlements, insurance, consumer issues, long term care service system, and legal system.
- Have the ability to maintain confidential information.
- Possess computer skills with the ability to learn new programs.
- Assessment and interviewing skills.
- Ability to organize, prioritize and utilize conflict resolution and problem solving techniques.
- Be a self-starter and self-directing person.
- Valid driver’s license required.

**Physical Requirements:**

Work is normally performed from a sedentary position; must have ability to function primarily in normal office setting.

**Disclaimer Clause:**

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. It is not intended to limit or modify the rights of any manager to assign, direct and control the work of employees under supervision. Lafayette County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

Lafayette County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________
Employee’s Signature

______________________________
Date

______________________________
Supervisor’s Signature

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Date

Revised: November 12, 2015

Job descriptions/disability benefit specialist