

Elder Benefits Specialist

General Job Description

Revised October 2019

***Description***

The Elder Benefits Specialist reports to the Executive Director/Deputy Director and is responsible for meeting with clients and managing portfolios of benefits. Position is 32 hrs. 4 days/wk. 8am-4:30pm and will work out of 2 different locations (2 days at Senior Connections and 2 days at the Aging & Disability Resource Center office). Pay range is $15.81-$18.18 per hour.

***Education/Experience***

* Bachelor’s or associate degree in health-related or human services field preferred and/or at least 1-year experience serving older adults or adults with disabilities.
* Must have previous experience working within strict deadlines and working with a team.
* Must have knowledge of Medical Assistance, Medicare, public and private health & disability insurance programs, prescription drug assistance, benefits counseling and legal issues.
* Must be comfortable meeting clients in their homes.
* Previous experience working with the elderly, and programs designed to help the elderly strongly preferred.

***Skills***

* Ability to manage a tight schedule and work within deadlines
* Knowledge of modern office practices, procedures and equipment.
* Ability to communicate effectively and clearly with clients and coworkers.
* Ability to perform assessments.
* Ability to prioritize and make decisions independently.
* Ability to perform other tasks for other departments as needed.
* Ability to maintain confidential and accurate paperwork.
* Ability to work in an office environment and in client homes.

***Duties and Responsibilities***

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

* Meet with clients to discuss needs, take notes during meetings, and maintain confidentiality.
* Consistently research and use data entry skills to maintain accurate records and stay up to date with current issues.
* Identify client needs, problems, and then work to establish solutions using resources available.
* Maintain a variety of complex records which may include case records, client statistics. Complete timely data entry into required databases; i.e. SAMS, SHIP, MIPPA. Prepare reports as required.
* Some overnight travel is required, must possess a valid driver’s license.
* Knowledge of physical, psychological, social and economic needs of persons (age 60+) with physical and/or developmental disabilities or mental illness.
* Offer accurate and current information, advice and assistance to older individuals (age 60+) related to individual eligibility for, and for problems with, public benefits and services to health care, financing, insurance, housing and other legal and consumer concerns.
* Assist with other tasks as needed.

Interested candidates are encouraged to fill out an application online at [www.seniorconnectionswi.org](http://www.seniorconnectionswi.org) or in person at 1805 N 16th Street Superior WI, during regular business hours (Mon-Fri 8-4:30). Any questions call 715-394-3611