

Unique People Services Job Description

Job Title: Entitlement Specialist
Department: Haven Apartments
Reports To: Program Director
FLSA Status: Non-Exempt
Prepared By: HR Director
Revised Date: 9-24-09

SUMMARY: Oversee the resident's entitlements and personal needs allowances. Provide residents with any help needed to make sure that they receive their entitlements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Complete knowledge of processing residents to receive Congregate Care Level II funds.
- Able to process entitlements such as SSI, SS, SSD and welfare referrals.
- Prepare documents enabling resident's recertification for all entitlements.
- Prepare Birth Certificate applications for residents.
- Monitor residents monies that the agency is representative payee for.
- Prepare representative payee reports for SSI.
- Escort residents to SSI/SSA and Welfare appointments when assistance is needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A Bachelor's Degree in the Human Services field is required. A minimum of two years dealing with Mentally Disabled individuals. A minimum of three (3) years experience dealing with Social Security Administration and knowledge of Entitlements. Must have knowledge of Human Resources Administration and Office of Mental Health (OMH). Personal computer literacy. Excellent organizational skills. Knowledge of correct spelling and rules of grammar. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.