

Benefits Counselor

Description: Reporting to the Operations Director, the Benefits Counselor primarily assists and coaches individuals with disabilities seeking or currently receiving Social Security benefits using a multi-faceted approach; the goal is to remove barriers to financial independence. Secondly, the Benefits Counselor assists adults with disabilities to maintain their independence in a home of their choosing or works to transition them from an institutional setting to a community-base setting by creating person centered plans and maximizing personal and community resources.

Essential job functions

- Provide Benefits Planning Services to assist individuals to make informed decisions about work. Identify and verify existing benefits and services and supports received; Inform individual of the impact of working on each benefit they receive
- Assist individuals with the application process for all government programs including Social Security, Bridge Card, Medicaid and other cost savings program
- Work collaboratively with Options Counselor
- Provide Information and Referral Services as needed
- Assist individuals of working age to remove barriers to employment
- Assist individuals with reaching their desired level of independence by supporting them in setting and achieving goals; facilitating change through removal of personal and systemic barriers
- Utilize the evidence-based practice of Motivational Interviewing to deliver comprehensive IL services
- Utilize a person center planning approach addressing issues such as benefits counseling, vocational readiness, support service coordination, and IL skill development
- Develop seamless, comprehensive, and integrated services, remove barriers and expand capacity to serve people with disabilities, and document systemic barriers/accessibility issues
- Work with local and statewide groups in data collection, reports, analysis and recommending local and statewide resolutions
- Utilize a specialized computer program to document individual and community work.
- Complete reports that can be lengthy and general notes in a professional, accurate and non-judgmental manner
- Gather data needed for grant reporting purposes
- Maintain positive working relationships with referring agencies
- Track authorization dates and ensure work is completed in the intended time frame
- Other duties as assigned

Qualifications

1. Bachelor's Degree in Human Service or related field required. Master's Degree in Human Services or related field preferred
2. Formal training and/or experience as a Work Incentive Practitioner or Benefits Counselor
3. Certified Rehabilitation Counselor preferred
4. A minimum of two years human service experience, preferable assisting individuals seeking employment.
5. Ability to plan and implement goals and objectives to achieve outcomes
6. Ability to work effectively with minimal supervision and direction
7. Ability to effectively communicate in both oral and written formats
8. Develop and maintain positive working relationships with community partners
9. Ability to multi-task, strong attention to detail, and capacity to problem-solve
10. Spanish language fluency will be considered an asset
11. Personal experience with a disability and/or knowledge of disability related issues

DNL Mission

Connecting people with disabilities to resources and opportunities while building communities where everyone can participate, contribute, and belong.

Interested applicants should send a cover letter and resume to

Rick Diamond, Director of Operations

422 Century Lane ♦ Holland, MI 49423

rick@dnlakeshore.org

No telephone inquiries please.

Equal Opportunity Employer



442 CENTURY LANE
HOLLAND, MI 49423

616.396.5326
INFO@DNLAKESHORE.ORG