

American Sign Language (ASL) Benefits Counselor:

About the Position:

The American Sign Language (ASL) benefits counselor will assist consumers with information, referrals, a comprehensive intake, assessment of needs, benefits screening, and ensure appropriate follow-up of services. Although the ASL benefits counselor will work with all consumers, their focus will be on working with deaf and hard of hearing consumers. In addition, individuals will have the opportunity to develop an independent living plan that documents their goals, steps to achieve them, services that will support them in seeking their goals, and outcomes. The ASL benefits counselor will assist individuals in knowing their rights and understanding how to self-advocate. The Counselor will engage in advocacy together with and on behalf of consumers, including representation in hearings and appeals.

Reports to: Benefits Supervisor

- A) Consumer Assessment, Service Provision, and Plan Development
 - Conduct comprehensive intake and assessment relevant to consumer needs
 - Conduct a full benefits review: explain eligibility rules, assist with enrollment and/or recertification, and assist with the appeal process
 - Follow-up with information to consumers about their options for services, service provision applications and rules, provide appropriate referrals
 - Provide crisis intervention services; make referrals as needed
 - Collaborate with consumers to create plans of service and periodically review the plan for adjustments
 - Provide peer counseling
 - Identify and work directly or indirectly with individuals who need services to avoid institutional placement or to transition from institutions
 - Stay current on services and benefits available to consumers

- B) Documentation
 - Ensures all significant client data and service provision details are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases
 - Complete all required paperwork for consumer files as per agency policy

- C) Advocacy
 - Assist consumers in development and exercise of self-advocacy skills and independent living skill building through active involvement in the achievement of service goals
 - Act as a liaison and/or advocate with other service or benefits providers for consumers
 - Contribute, as needed, to the organization's systems-based advocacy programs by communicating observed barriers/successes related to benefits and services available to people with disabilities, participate in selected advocacy activities and/or identify consumers who are representative of certain systems-based advocacy issues

- D) Pre-Employment Transition Services (Pre-ETS)
 - Work with students between the ages of 14 and 21 in Pre-Employment Transition Services including job exploration counseling, work based learning experiences,

counseling on post-secondary options, workplace readiness training, instruction in self-advocacy

- Use an experiential training approach to engage youth in Pre-ETS and promote family involvement in the service design
- Participate in local and statewide Pre-ETS meetings

E) Additional Responsibilities

- Participates in community outreaches, presentations, and workshops, as assigned.
- Attends agency's in-service training and unit meetings, as well as, any other agency related activities and ability to attend off-site trainings.
- Ability to travel throughout NYC and Albany.
- Perform other duties as assigned.

Education and/or Experience Required:

- Must be fluent in American Sign Language (ASL)
- ASL Certification preferred.
- Direct experience in working with people with disabilities
- Understanding of disability-related issues
- BA or BS degree with at least 2 years experience with benefits counseling or AA degree with at least 5 years experience with benefits counseling
- Excellent oral and written communication skills
- Must be computer literate and have experience with Microsoft programs, Google, and Internet search use
- Ability to learn new applications and database systems quickly
- Ability to interact professionally with consumers and colleagues and work independently
- Respectful and comfortable with persons from different backgrounds
- Multilingual preferred

How To Apply:

Please send a thoughtful cover letter and resume to Paige Munson, Director of Services, pmunson@cidny.org

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.