

DISABILITY BENEFITS COUNSELOR

CIDNY is seeking a Benefits Counselor for a home-based application support services initiative that helps home-bound individuals with federal disability applications.

Reports to: Director of Services

Duties and Responsibilities:

- Receive referrals and schedule home visits to assist participants with federal disability applications
- Conduct a full interview and assessment of individual's documents as it relates to federal disability applications.
- Assist participants in obtaining documents from their medical providers.
- Assist the participant in attending medical examinations or appointments to obtain necessary medical documents.
- Collect all relevant documentation on the participant's behalf and submit them, along with a completed federal disability application.
- If application is denied, refer applicant to the contracted legal agency for fair hearings.
- Ensures client and service data are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases.
- Attends in-service trainings and unit meetings.
- Perform other program-related duties as assigned.

Qualifications:

Education and/or experience required:

- Minimum of a bachelor's degree in Human Services or related field, and three years of relevant and related work experience with State and/or federal benefits programs.

Skills, Licenses, and/or competencies required:

- Candidates should possess excellent written and oral communication skills
- Individual must have time management skills to maintain individual outreaches, caseload, documentation and administrative requirements;
- Ability to work well independently as well as part of a team;
- Must be computer literate on basic Microsoft Programs and Internet search use;
- Experience counseling individuals with disabilities preferred.
- Bilingual skills a plus.
- This position requires travel throughout NYC.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds.

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.

HOW TO APPLY

Please send a thoughtful cover letter and resume to Paige Munson, Director of Services, pmunson@cidny.org. Do not send by fax.

Please use the job title in the email's subject line. NO PHONE CALLS PLEASE.