



CENTER FOR PEOPLE WITH DISABILITIES JOB POST

Posted: 4/2/24; Open Until Filled

People with disabilities of all backgrounds are strongly encouraged to apply!

TITLE: Benefits Specialist

PRIMARY OFFICE: North Metro (Thornton)

FLSA/EMPLOYEE STATUS: Full-Time (32 hrs./wk.; 4 days/wk.); Non-exempt

PAY & BENEFITS: \$24-\$30/hr. Benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); paid holidays, vacation time, and sick time.

WHY WORK WITH US? We're extremely caring, supportive, down-to-earth, and passionate about what we do. We are continually improving the employee experience, including offering a 4-day workweek for true work/life balance. Also, we're very flexible and accommodating, and we provide generous time off. Be a part of our meaningful mission and make a difference in the lives of people with disabilities!

SUMMARY: The primary focus of this position is employment-related benefits counseling and analysis for consumers referred to CPWD by the Division of Vocational Rehabilitation (DVR) or the Ticket to Work (TTW) program. This position will act as a resource for consumers and staff members who have questions related to various benefits and how employment affects those benefits. The individual in this position will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete in-depth CPWD intake with new consumers.
- Provide benefit information and counseling to consumers referred to CPWD by DVR as well as those consumers in the TTW program.
- Complete the Benefit Summary and Analysis for DVR and TTW consumers as dictated by those entities.
- Provide a minimum of 45 to 50 hours per month of billable services for DVR consumers.
- Provide required documentation for each consumer depending on the program (DVR or TTW) that they are working with and invoice that program monthly.
- Maintain Work Period Charts and SSI Calculation Sheets and be able to explain them to consumers.
- Advocate with Social Security in relation to benefits, as needed.



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- Maintain all records as required by CPWD.
- Complete thorough, accurate and timely documentation including paper and electronic records.
- Work effectively with Workforce Centers, DVR, and other agencies in CPWD's service area.
- Have a strong understanding of IL Philosophy and CPWD's mission, vision and programs be able to clearly communicate them to consumers and community organizations.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.
- Teach self-advocacy in relation to benefits and employment, money management, and other daily living skills to people with disabilities, as requested by the consumer.
- Assist with reasonable accommodation requests to employers, as needed.
- Assist consumers in developing productive work attitudes and skills.
- Maintain strict confidentiality and work within the confines of HIPAA regulations and Social Security regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Demonstrate a high level of ethics, integrity, and professionalism.
- Travel as needed for direct services, groups, trainings, and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff trainings.
- Perform other duties, as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a relevant field or relevant equivalent experience.
- Certification or ability to become certified with one of the following within the first year of employment:
 - Community Partner Work Incentives Counselor (CPWIC) Certification
 - Credentialed Work Incentive Practitioner (WIP)
- Ticket to Work Suitability or the willingness/ability to obtain it within the first six months of employment.
- Proficiency with MS Office, Google Suite, and other common computer programs.
- Strong organizational and customer service skills, and attention to detail.
- Interpersonal skills with diverse peers, consumer base, other staff members, and management.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Working knowledge of disabilities and disability-oriented issues.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.



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- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Ability to positively represent CPWD, and outreach effectively to the community and public.
- Working knowledge of employment practices and principles, including résumé writing, job search strategies, skill assessment, interviewing, and job accommodations.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

PREFERRED QUALIFICATIONS:

- Personal experience with a disability is strongly preferred!
- Bilingual (English/Spanish).
- Exposure to Independent Living Philosophy, and best practices in the IL community.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Primarily based out of the North Metro CPWD office location.
- May be asked to work out of all CPWD office locations, as needed.
- Local and regional travel in various weather conditions.

CPWD is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

HOW TO APPLY: Please submit an updated résumé and customized cover letter to jobs@cpwd.org explaining why you are a strong candidate for this position. We look forward to hearing from you!

www.cpwd.org