

Employment Summary Elderly Benefit Specialist

Elderly Benefit Specialist

Synopsis:

Richland County Health & Human Services is looking for a full-time Elderly Benefit Specialist in our Aging & Disability Resource Center to provide benefits counseling and advocacy to individuals 60 years of age and older. The Elderly Benefit Specialist will coordinate outreach and education to older individuals, service providers, and professionals throughout the community. The Elderly Benefit Specialist will act as a consultant to other service providers and professionals.

Qualifications:

- Bachelor's degree in a human service-related field with State of Wisconsin Social Work certification or eligibility preferred. At least one year of experience working with individuals of the target populations.
- Knowledge and experience in areas such as public benefits, entitlements, insurance, consumer issues, long-term care service systems, and legal system
- Excellent written and oral communication skills
- Working knowledge of computers, computer programs, typing, and data entry
- Current WI driver's license and unlimited access to reliable transportation

Wages and Benefits:

- Job Type: Full-Time
- Wages: \$24.96 - \$26.07 per hour
- Benefits: Dental, Health, and Life Insurance, Paid Time Off, Parental Leave, & Flexible Spending Account

How to Apply:

Interested candidates are invited to submit a job application, resume, cover letter, and professional references to:

The job application can be found towards the top of the employment listing under

Email: justin.siemens@co.richland.wi.us

Please include "ADRC Elderly Benefit Specialist" in the subject line.

Mail: ATTN: Justin Siemens, ADRC Elderly Benefit Specialist

County Clerk /Administrator Office

181 W Seminary St

Richland Center, WI 53581

Applications will be reviewed as received.

Deadline for application: Open until filled.

Equal Opportunity Employer:

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.