



## **CENTER FOR PEOPLE WITH DISABILITIES JOB POST**

**Posted: 3/6/24; Closes: 3/21/24**

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

**JOB TITLE:** Certified Benefits Specialist

**PRIMARY OFFICE:** North Metro (Thornton); Hybrid or Remote Options (CO)

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

**PAY & BENEFITS:** \$28-\$30/hr. and benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); paid holidays, vacation time, and sick time.

**\*\*\*IMPORTANT NOTE:** This position requires already being certified as either a Community Partner Work Incentives Counselor (CPWIC) or Certification Credentialed Work Incentive Practitioner (WIP-C).

**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), Colorado Medicaid, 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. In addition, this position assists people with disabilities with various aspects of their job search and job readiness in CPWD's TTW program. 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, Colorado Medicaid, and consumers in the TTW program.
- Complete the Benefit Summary and Analysis for DVR, Colorado Medicaid and TTW consumers as dictated by those entities.
- Provide a minimum of 45 to 50 total hours per month of billable services for DVR or Colorado Medicaid consumers.
- Provide required documentation for each consumer depending on the program that they are working with and invoice that program monthly.



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- 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.
- 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.
- 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 in one of the following:
  - Community Partner Work Incentives Counselor (CPWIC) Certification
  - Credentialed Work Incentive Practitioner (WIP-C)
- Ticket to Work Suitability Clearance 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.
- 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. Hybrid or remote work possible within the state of Colorado.
- 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](mailto:jobs@cpwd.org) explaining why you are a strong candidate for this position. We look forward to hearing from you!

[www.cpwd.org](http://www.cpwd.org)