**Benefits Specialist, Skills Center**

This position reports to the Executive Director. The Benefits Specialist is an integral part of the Skills Center team to create success in participants and educators. The Benefits Specialist will assist people with developmental and intellectual disabilities to successfully enter the workforce and increase their self-sufficiency by providing clear, accurate, and credible information about the impact of competitive employment on benefits (SSI, SSDI, Ticket to Work, etc.) and to make vocational training a realization.

**Duties**

* Provides individualized work incentive planning and assistance services
* Analyzes the impact of specific work situations on the individual’s benefits, entitlement, subsidies and services to determine the impact that work will have on eligibility for the programs and their overall financial situation
* Maintains up to date working knowledge of public benefit programs
* Interpret complex policy, rules, procedures, administrative code and legislative language and produce practical and understandable information
* Facilitates necessary meetings with the participant and other involved parties to review the benefit analysis summary, to explain suggestions and to answer questions
* Able to identify and cultivate “expert” resources to help with complex problems or issues
* In collaboration with the Executive Director develop and refine overall policies and procedures for the department
* Provides written benefits management and work incentive plans
* Provides monitoring of benefits and other applicable on-going assistance as needed
* Works collaboratively with community partners in the area to establish and maintain good working relationships through outreach and training opportunities.
* Networks with community schools, adult service providers, families and the disability community
* Other duties as requested by the Executive Director

​

**Minimum Qualifications**

* Bachelor’s Degree Required, Masters preferred.  Preference of education in vocational rehabilitation, human services, business management or related degree.
* Minimum of 3 years of demonstrated experience in benefits planning for adults with developmental or intellectual disabilities.
* Experience working with government benefits.
* Strong leadership skills
* Self-starter, self-motivator, and able to work with very little oversight
* Good communication and networking skills
* Effective writing and interpersonal skills
* Advanced to intermediate computer experience and proficiency in Microsoft Office Suite

​

In addition to competitive compensation, Skills Center offers a comprehensive benefits plan including paid leave, employer-subsidized Health, Dental and Vision Insurance, employer-paid Short-Term Disability, Long-Term Disability, and Life Insurance, and a 403(b) retirement plan with an immediately vested, employer-provided match of up to 4% of pay.

**About BCI’s Skills Center**

BCI’s Skills Center is specifically designed for people with developmental disabilities. The Center will provide replicated work settings as well as customized training and professional support for clients seeking vocational skills. The Center will offer a unique opportunity to anyone in the region who has a disability and wants to gain real-life vocational training and work experience with the goal of becoming competitively employed. As the Skills Center grows, an array of career paths and vocational training options will be offered and will be mutually developed with business partners across the community.

​

Learn more at [www.skillscenterstl.com](http://www.skillscenterstl.com/)​.