

**#105 Benefits Enrollment Specialist**  
Classification Level 9  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal: 11/14/2018    External: 11/16/2018**  
**Salary Range: \$29,877 – \$48,998**  
**Start Date: January 1, 2019**  
**Apply To: H. Vanoss**

**REPORTS TO:** Elder and Disability Benefits Supervisor  
**HAS DIRECT REPORTS?** No

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a full-time professional project position that provides comprehensive education, screening and enrollment in FoodShare, Low Income Subsidy, Medicare Savings Program, Medicaid, and Low Income Home Energy Assistance Program. This position coordinates with other county, community, and governmental agencies.

**TYPICAL RESPONSIBILITIES:**

1. Participate in ongoing benefits enrollment training, continuously improving cultural proficiency and the ability to work with a diverse population.
2. Obtain an expert-level understanding of public benefits to offer in-depth analysis and advocacy.
3. Advise and counsel individual and family members of eligibility rules and application procedures for public benefits.
4. Provide assistance with applications for public benefits and conduct follow up with eligibility determination.
5. Conduct outreach to those who may be eligible for public benefits including initiating partnerships with area providers.
6. Participate in collaborative meetings and service provision.
7. Adhere to confidentiality standards.
8. Timely completion and proper data entry and submission of paperwork.
9. Participate in ongoing benefits enrollment training, continuously improving cultural proficiency and the ability to work with a diverse population.
10. Maintain a safe environment for all co-workers and consumers.
11. Comply with all KAC and ADRC policies and guidelines.
12. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Solicit feedback from participants and other stakeholders.
2. Assist in the development of tools for the communication and promotion of the program.
3. Meet with people in their homes to assist with applications for benefits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**  
Revised 11/12/2018

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**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in human services, social work or a related field
- Experience working with public benefits programs
- Strong analytical skills with math aptitude
- Strong verbal and written communication skills
- Must have a vehicle that KAC determines to be in good working order.
- Must have a valid driver's license and a clean driving record with minimum required car insurance
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

**PREFERRED QUALIFICATIONS:**

- Able to speak a second language
- Experience as a benefits advocate

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 30% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds with help, 20 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.