

SOCIAL SECURITY DISABILITY ADVOCATE
Part Time (20 Hours Per week)
Position description
March 16, 2020

Community Advocates seeks a qualified individual to provide assessments for individuals applying for Social Security Disability Benefits (SSDI/SSI Responsibilities and qualifications are as follows).

Responsibilities

1. As part of a team of disability advocates and attorneys, manage caseload of clients seeking disability benefits.
2. Develop and maintain a thorough and current understanding of the disability application and appeals process.
3. Provide zealous, conscientious and competent information to clients at all stages of the disability appeals process, including representation at administrative hearings.
4. Stay current on changes in Social Security rules and regulations related to SSDI and SSI.
5. Provide trainings on Social Security disability issues to consumers and professionals.
6. Provide information, advocacy and referral to clients on other health care and public benefits matters, including but not limited to Medicaid, Medicare, BadgerCare, Social Security, IDAP, W-2 and FoodShare.
7. Comply with monthly reporting requirements.
8. Attend periodic trainings, conferences, and professional development courses.
9. Communicate appropriately and effectively with clients and the agencies which refer them.
10. Maintain client files in an organized manner at all times.
11. Treat all clients with dignity and respect.
12. Other duties as assigned.

Required qualifications

1. Bachelor's degree
2. Knowledge of and/or experience with Social Security disability programs (preferred) and other public benefits programs.
3. Experience working with persons with disabilities, and/or with low income individuals and families.
4. Superior writing skills
5. Valid driver's license and insured automobile
6. Bilingual (Spanish, Hmong, and/or Russian) (preferred)

Compensation and benefits

Compensation commensurate with qualifications and experience. Community Advocates offers an outstanding working environment and a competitive benefits package.

Interested individuals should send a resume, professional references, and writing sample to maudwellak@communityadvocates.net, or to

Maudwella Kirkendoll
Chief Operating Officer
Community Advocates
728 N James Lovell St
Milwaukee, WI 53233

No telephone inquiries, please. Application deadline is April 6, 2020