



Residential Youth Services & Empowerment

Position: Youth Benefits Specialist

Job Type: Full-time

Status: Non-Exempt

Salary: \$45,000 - \$50,000/year

JOB SUMMARY:

Residential Youth Services & Empowerment (RYSE) seeks a Benefits Specialist to provide services to enhance client access to necessary city, county, state and federal benefits, entitlements, and other public assistance programs.

GENERAL DESCRIPTION:

- Provide professional knowledge of public assistance programs, how to access, required application materials, etc., and be a subject matter expert for the organization on these programs.
- Assist clients in applying for and obtaining vital records, social security (SSI/SSDI), SNAP, General Assistance (GA), Low Income Bus Passes/Disability Bus Passes, Community Integration Services (CIS), insurance benefits, etc.
- Attend required meetings, including, but not limited to supervision, staff meetings, and training.
- Maintain confidential protected health information according to HIPAA, state and federal laws.
- Monitors client application progress and maintains accurate records.
- Prepares and submits required reports.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Minimum 2 years of relevant experience working with opportunity adolescents or youth.
- Experience in case management
- Excellent verbal and written communication skills.
- Must have reliable vehicle, relevant auto insurance, a clean driving record, valid driver's license and willing to drive vehicle for job related tasks.
- Maintain certification in CPR & First Aid/AED.
- We believe in second chances. Individuals with challenging backgrounds are strongly encouraged to apply. Employment is subject to required clearances which include fingerprinting, background checks, and drug testing.

EDUCATION REQUIREMENTS:

- Bachelor's degree in a social services or related field, or
- 5 years of relevant experience working with opportunity adolescents and youth.

