

Job Details	
Position	Benefits Specialist
Center Name	Center for Life Resources
Address	P.O. Box 250
City	Brownwood
Zip	76801
Credentials	<p><u>General Description:</u></p> <p>This position is under the general supervision of the Chief Service Administration Officer. The Benefits Specialist is also the supervisor of the Clinical Information System (CIS). In addition, this position is the liason to the Department of Assistive and Rehabilitative Services (DARS) Disability Determination Services. This position performs technical coordination of the clinical record keeping, supervision of CIS clerks and the receptionist, and screening and assistance for clients in applying for Social Security and Disability benefits. This position requires face to face interviews with clients for the completion of the SSI/SSDI eligibility documentation. The Benefits Specialist could also be required to represent the client in court during an appeal of SSI/SSDI eligibility.</p>
Duties	<p><u>Qualifications:</u></p> <p>Graduation from a standard senior high school or equivalent is required. Must have knowledge of office practices and administrative procedures, skills in the use of standard office equipment and must possess excellent computer skills in Windows, Excel. Must be able to communicate effectively both verbally and written. Visibility of work requires attention to detail, excellent organization skills, and discretion with confidential information. Must be knowledgeable of Texas Administrative Code, HIPPA, and Texas Medicaid regulation. Work requires willingness to work a flexible schedule and may consist of occasional overnight travel. Must have a valid Texas driver's license and a driving record to comply with CFLR policy. If selected for this position, employee must give CFLR authorization to request copy of driving record as well as all required prescreens and background checks. Must be able to pass required staff development training.</p>
Instructions	Please visit website to apply. Cflr.us
Salary	\$11.7841-\$12.1376—DOEE&Q
Closing Date	Open until filled
Contact By Email	seallya.vaughn@cflr.us
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