



## **Job Description**

**Job Title:** Entitlement Specialist  
**Department:** Haven Apartments  
**Reports To:** Program Director  
**Salary:** \$23.00 per/ \$47,840.00 annual  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR Director  
**Revised Date:** 9-24-09

**SUMMARY:** Oversee the resident's entitlements and personal needs allowances. Provide residents with any help needed to make sure that they receive their entitlements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Complete knowledge of processing residents to receive Congregate Care Level II funds.
- Able to process entitlements such as SSI, SS, SSD and welfare referrals.
- Prepare documents enabling resident's recertification for all entitlements.
- Prepare Birth Certificate applications for residents.
- Monitor residents monies that the agency is representative payee for.
- Prepare representative payee reports for SSI.
- Escort residents to SSI/SSA and Welfare appointments when assistance is needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A Bachelor's Degree in the Human Services field is required. A minimum of two years dealing with Mentally Disabled individuals. A minimum of three (3) years experience dealing with Social Security Administration and knowledge of Entitlements. Must have knowledge of Human Resources Administration and Office of Mental Health (OMH). Personal computer literacy. Excellent organizational skills. Knowledge of correct spelling and rules of grammar. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**DISCLAIMER:**

*This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills,*

efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or to require that other or different tasks be assigned.

**My signature below indicates that I have received, reviewed and fully understand the job description for the Entitlement Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.**

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>Approved by:</b>	<i>Director, Human Resources</i>
<b>Date Created:</b>	<i>09-24-2009</i>
<b>Date Reviewed/Revised:</b>	
<b>Date Approved:</b>	