



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: BENEFITS SPECIALIST

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA

PUBLIC TRANSPORTATION AVAILABLE: NO

TESTING REQUIREMENTS: Drug , Alcohol, Background, Credit

EDUCATION: BA., BS., M.A., MS.,

TEMP – TO-PERM: **Work Hours:** 8

NUMBER OF OPENINGS AVAILABLE: 4

ROTATING SHIFT: Yes

GENERAL RESPONSIBILITIES:

Reports to Director of Resident Services. Assists residents in procuring any benefits that they may be entitled, including disability pensions, education, housing, health services, etc. Coordinates with Director and case managers to facilitate the administration of benefits.

DUTIES AND RESPONSIBILITIES:

1. Establish systems to track residents' progress in investigating, qualifying for and receiving benefits.
2. Provide administrative support as needed.
3. Coordinate with other staff members in efforts to procure and monitor benefits.
4. Assist residents in completing Individual Service Strategies regarding benefits.
5. Maintain files of appropriate paper work for various programs.
6. Establish and maintain strong working networks with appropriate contacts in government and private agencies.
7. Complete other duties as assigned.

QUALIFICATIONS:

Prefer degree from four-year college in social work, human resources or related field. Associate degree and relevant work experience acceptable. Working knowledge of various entitlement programs, especially VA, HUD, and Social Security. Familiar with office operations of agency serving many clients. Good communication skills. **Veteran preferred.**