



## JOB ANNOUNCEMENT

REPOST          REPOST          REPOST

**JOB TITLE:**            **Benefits Specialists (1)**  
**SUPERVISOR:**        Director of Economic Support  
**LOCATION:**            Economic Support  
**POST DATE:**         **December 6, 2018**  
**CLOSING DATE:**     **December 20, 2018**

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**General Description:** The primary responsibility of this position is to: Process eligibility applications for Health Care, Medical Premium Assistance, Family Planning Waiver, Caretaker Supplement, Food Stamps and Child Care, using the CARES computer system. Conduct monthly case reviews and process all paperwork. Maintain ongoing caseloads, process changes to cases when reported by customers, write case comments on daily basis for each customer seen. Represent agency when appropriate at fair hearings, conduct required home visits, attend training as required and report investigations of fraud cases. Cross-training may be required in other programs within department.

**Qualifications:** High school diploma or equivalent is required. Must complete the New Worker Training in the DHS Learning Center within 6 months of hire, Must have own transportation, valid driver's license and liability insurance. Must demonstrate ability to communicate both oral and in writing. Must maintain and uphold an extreme level of confidentiality within the agency and for the customers. Must have work experience with computers and programs. 1 year previous work in human services field is required.

**Salary: \$14.00-\$16.00 per hour/** Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be obtained via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**

## Nonexempt Position Description

**A. TITLE OF POSITION:** Benefits Specialist

**B. DEPARTMENT:** PCHC -Benefits

**C. SUPERVISOR'S TITLE:** Director of Economic Support

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to: Process eligibility applications for Health Care, Medical Premium Assistance, Family Planning Waiver, Caretaker Supplement, Food Stamps and Child Care, using the CARES computer system. Conduct monthly case reviews and process all paperwork. Maintain ongoing caseloads, process changes to cases when reported by customers, write case comments on daily basis for each customer seen. Represent agency when appropriate at fair hearings, conduct required home visits, attend training as required and report investigations of fraud cases. Cross-training may be required in other programs within department. Specific duties and responsibilities include but are not limited to:

1. Process applications for eligibility for the following programs: Health Care, Medical Premium Assistance, Family Planning Waiver, Caretaker Supplement, Food Stamps and Child Care, using the CARES computer system.
2. Work directly with the Benefits Coordinator at PCHC, as well as assigned staff at PCDC Family Resource Center and Gookomis Endaad with processing Medical Assistance and Badger Care applications in a timely manner.
3. Enter Disability Applications into the CARES computer system and send to the Disability Bureau.
4. Process COPS Waiver Referrals (MCWW) within CARES and send the appropriate budget screen/s to Vilas County Department of Social Services.
5. Code and scan all required documentation into the Electronic Case File (ECF).
6. Enter Child Care Authorizations in to Childcare Statewide Administration on Web (CSAW).
7. Work directly with PCHC Social Worker and ADRC Specialist to assist customers with Long Term Care.
8. Explain the Food Stamp Employment Training Program (FSET) to all Food Share Customers who are referred to the FSET Program.
9. Conduct Monthly Case Review's and Targeted Case Review's when appropriate and process all paperwork.
10. Maintain ongoing caseload as assigned, process changes to cases when reported by customers, maintain cases for accuracy and monitor all benefits issued for correctness.
11. Maintain Required Refresher Courses in DHS Learning Center for all Income Maintenance (IM) Programs
12. Address all Operation (Ops) Memos from the State.
13. Represent agency when appropriate at fair hearings.
14. Conduct and report investigations of suspected fraud cases.
15. Conduct home visits for applicants who are homebound.
16. Assist the TANF Coordinator with TANF Supportive Service Applications
17. Attended IM/TANF Association Meetings (bi-monthly)
18. Process Wisconsin Home Energy (WHEAP) Applications
19. Attended yearly Regional WHEAP Coordination Meetings/Trainings
20. Attend other meetings as required to perform the job duties.
21. Other duties as assigned, that pertains to the position and job duties.

