



CONNECTIONS

Challenge Barriers. Build Independence.

Benefits Enrollment Coordinator (Part-Time)

Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties.

The Benefits Enrollment Coordinator (BEC) is a temporary-grant-funded position that works directly with people living with disabilities within our service region. A typical day may include speaking with current and potential consumers by video conferencing, by telephone, or in-person to gather information. Based on the gathered information, the BEC will work directly with consumers towards the achievement of goals related to enrollment in Supplemental Nutrition Assistance Program, Low-Income Home Energy Assistance Program, Medicaid, Medicare Saving Program, and Medicare Part-D Extra Help.

Additionally, the Benefits Enrollment Coordinator will be responsible for the training and coordination of other staff members as their job relates to the five core programs listed above. This position will also be responsible for reporting results of this program to the grant funder.

The successful candidate must have exceptional organizational skills with meticulous attention to detail. They must work well under pressure and meet deadlines. Excellent interpersonal and communication skills with the ability to multitask and adapt to many communication styles is required. Bilingual candidates are given preference. A sense of levity and humor is most appreciated. ***People who live with disabilities are always the most preferred applicants.***

Key Responsibilities

Consumer Services

- Conduct interviews with potential consumers and complete necessary documentation to determine eligibility and appropriate services.
- Participate with a consumer in the development of goals which outlines the resources to which they need access and their path to success.
- Work with consumers and community support services to assist individuals in attaining goals, by referral to appropriate staff or to other agencies.

Community Involvement

- Represent Connections and act as a liaison between the disability community and other agencies serving people with disabilities to insure coordination and comprehensive services to the consumer.
- Present to the community when appropriate about the five programs that they oversee.

Operations

- Maintain necessary electronic records and consumer files and complete all reports required by the program.
- General assistance with agency operations.
- Other duties as assigned.

Knowledge, Abilities and Skills

- Ability to work independently and exercise discretion and independent judgment regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Excellent adaptive and evolving technology and software skills, including skills with client databases, Microsoft, Google Workspace, MiCIL, Dropbox, Evernote and other software as needed. IBM platform computer and Internet experience required.
- Ability to communicate effectively, internally and externally, orally, and in writing.
- Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and service providers.
- Knowledge of American Disabilities Act regulations is a plus
- Must be able to pass a background screening.
- Reliable transportation and ability to travel within our service region as well as statewide as necessary.

We offer exceptional PTO benefits as well as a generous paid holiday schedule and health and retirement benefits. Salary range is \$18-21/hourly dependent upon experience. Position is term limited based on the funding from the underlying grant.

To apply: Persons with disabilities are encouraged to apply. More than 50 percent of our team have a range of disabilities and life experiences, which enhance our ability to advocate.

Candidates must submit a brief letter of interest and professional resume no later than 3/15/2024, by email to info@connections4il.org with the subject line "Independent Living Specialist" for consideration.

Qualified candidates will be contacted on a rolling basis. No phone calls unless as a necessary accommodation.

- Location: 1331 8th Avenue, Greeley, Colorado 80631.
- Compensation: This is a half-time position at 20 hours per week. Hourly pay rate is \$18-21. Immediate benefits package includes PTO, healthcare reimbursement, retirement match, and a generous holiday schedule.
- Work hours to be arranged during standard Monday through Friday business hours between 9 a.m. and 4 p.m.
- The successful candidate will live within our seven-county northeastern Colorado service region.
- Connections is a non-profit 501(c)3 organization.
- Principals only, please. No recruiters.
- No telephone calls.
- Please do not contact Connections regarding other service solicitation, products or commercial interests.