



Access Your Benefits Associate

Summary

The Benefits Associate is an important administrative and program support position responsible for the implementing requirements for the Access Your Benefits Program offered by Fairhill Partners. This position is a temporary part-time (10- 20 hours per week), currently planned to end on December 31, 2010. This position will remain open until filled.

Responsibilities

- Work effectively in a multi-tasking, highly personalized environment;
- Exercise professional judgment and maintain a high level of confidentiality;
- Answer and respond to phone calls from older adults, disabled adults, their family members and other professionals seeking information about benefits eligibility and enrollment.
- Enroll eligible older persons and disabled adults in benefits using the internet;
- Enter and maintain information in a data base;
- Assist with Training other paid and unpaid Benefit Associates for the Access Your Benefits team;
- Daily, Weekly and Monthly reporting;
- Assist with Coordinating and execute outreach events to promote services;
- Send packages and make copies;
- Return phone calls and make appropriate referrals;
- Respond to emails
- Carry out other administrative duties as assigned;
- May act as a team leader for a team of unpaid staff.

Qualifications

- Minimum three (3) years successful, administrative experience or equivalent specialized education;
- Experience working with diverse publics, required, experience working with older and/or disabled adults preferred;
- Outgoing, self motivated, and patient, able to work with seniors on an individual or small group basis;
- Superior interpersonal and ethical attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Ability to work effectively in a “team” environment
- Computer proficiency in word processing, spreadsheet, database and Internet.
- Professional appearance, attire and demeanor.

Requirements

- All candidates will be subject to and must pass a drug and fingerprint background screening.
- All candidates will be tested on Microsoft 2007 Word and Excel.

Apply via email with your cover letter, resume and at least three references to caustin@fairhillpartners.org.

FAIRHILL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Fairhill has a policy of 100% pre-placement drug screening and background check for all positions.