



Access Your Benefits Technical Specialist

Summary

The Benefits Technical Specialist is an at-will, important technical program support position responsible for the implementation of selected aspects of the Access Your Benefits program offered by Fairhill Partners. This position is a part-time (5-15 hours per week), temporary position, with an indefinite tenure, as resources permit (currently planned to end on December 31, 2010). This position will remain open until filled.

Responsibilities

- Ability to work effectively in a multi-tasking, highly personalized environment;
- Exercise professional judgment and maintain a high level of confidentiality;
- Answering and responding to benefits questions raised by AYB staff and referred clients and families;
- Enrolling referred clients who present technical challenges in benefits using the internet;
- Entering and maintaining information into a data base;
- Daily, Weekly and Monthly reporting;
- Returning phone calls from referred clients;
- Responding to emails and other administrative duties as assigned;
- May train paid or unpaid staff in specific technical skills;
- Review selected applications for technical, quality control purposes

Qualifications

- Minimum two (2) years successful, administrative experience or equivalent specialized education;
- Experience working with diverse paid and unpaid staff; working with populations of older 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;
- 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.

FAIRHILL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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