



Supervisor, Client Benefits

Requisition # ACCT-SCB010924

Closing Date: Open Until Filled

Classification: Exempt

Salary Range: \$67,759.63 - \$72,969.72 DOE

PURPOSE:

The Supervisor, Client Benefits (SCB) will report to the Chief Financial Officer and is responsible for supporting the people we serve by distributing benefits and services. The position requires some knowledge of social security and matters related to client benefits, as well as case management that involves preparing, verifying and maintaining accurate records for client receiving benefits.

ESSENTIAL FUNCTIONS:

Reporting:

- Prepare monthly Trust reconciliation.
- Prepare journal entries.
- Oversee receivables maintenance monthly.

Medicare/Medi-Cal:

- Process requests from Medicare card replacement online for all consumers.
- Handle any Medi-Cal problems that may arise with consumers.
- Assist parents and consumers needing assistance on SSI/SSA benefits every Friday.

Social Security:

- Handle Social Security issues for consumers with last names A-L, such as initial SSI/SSA application, annual SSI re-determination, change of living arrangements and change of address.
- Handle any SSI/SSA problems that may arise.
- Verify the accuracy of SSI payments for all consumers.
- Assist parents and consumers needing assistance on SSI/SSA benefits.

Consumer Money Management:

- Request consumers' wages (A-L)
- Review Trust analysis for all consumers when necessary
- Analyze any consumer balances over \$2,000 as of the beginning of the month.
- Prepare notices to payee to forward funds to WRC.

PASSAR:

- Process Pre-Admission Screening and Resident Review forms (medical facilities).

Support:

- Provide backup for Revenue Coordinator and Fiscal Assistant V as necessary.

Job Specifications (Knowledge, Skills and Abilities):

To meet the qualifications for this position, the successful candidate should have the following knowledge:

- Supervisor, Client Benefits should possess knowledge Social Security, Medicare and Medi-Cal administration and eligibility.
- Knowledge of the Lanterman Act is helpful.

- Must possess a working knowledge of the principles and techniques of financial management.
- Requires excellent written and oral communication skills, attention to detail, and the ability to work effectively with peers, managers, vendors, community agencies, clients, and families.
- Must be highly organized and able to multi-task.
- Technical skills should include proficient knowledge of Microsoft Word, Excel and Outlook, as well as Sandis for processing and retrieval of client information.
- Requires a bachelor's degree.

This position is based in the office/onsite daily; however, remote work may also be available. This a full time, exempt role and hours may varies based on the needs of the Westside Regional Center.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Apply at Jobs-WRC@WestsideRC.org and reference the Requisition Number and Title in your email.