



Older Adults Benefits Administrator

Do you have a Bachelor's degree in Social Science or Social Work and are looking for a position that qualifies for the Public Service Loan Forgiveness?

Are you detail oriented and love working with benefit programs?

Do you want to make a difference for people within the community?

If this role sounds like a fit, please read below.

Organization Overview: Our vision is to be a well-known and respected community partner and the leading provider of proactive, responsive, and relevant supportive services for all residents at every stage of life. The Senior Services department offers a broad continuum of supportive services to promote the independence of older adults in the communities of Oak Park and River Forest. For more information, visit <https://oakparktownship.org>.

Position Summary: The Senior Services Older Adult Benefits Administrator serves as supervisor and lead staff person for special services provided through Senior Services including Options Counseling, SHAP, Affordable Wills, and SHIP; coordinates staff and volunteers for these programs; promotes Senior Services through outreach and written materials; co-lead for Aging and Disability Resource Center.

Responsibilities:

- Responsible for identifying and achieving benchmarks for the number of applications submitted for Seniors Ride Free, Persons with Disabilities Ride Free, License Plate discounts, Medicare Part D Enrollments, LIS applications, MSP applications, enrollment events for SHAP services, Information and Assistance contacts for SHAP related services, the number of persons counseled for SHAP services, the number of SHIP sessions, and the community events conducted on SHAP services.
- Provide Options Counseling and Senior Health Assistance Program (SHAP) assistance in accordance with the AgeOptions Service Definitions and Standards.
- Serves as site coordinator for the Senior Health Insurance Program (SHIP) including scheduling of appointments and volunteers, provides SHIP counseling, maintains records, provides follow up for client requests and problems, and acts as liaison to the Illinois Department of Insurance.
- Ensure accurate reporting of SHIP activities in the SHIP Tracking and Reporting System (STARS) monthly. Complete reports due to AgeOptions monthly/quarterly.
- Supervises Benefit Specialist and serves as back-up to Benefit Specialist for benefits access applications (BAA), Medicare Part D, Low Income Subsidy (LIS), Supplemental Nutrition Assistance Program (SNAP), Medicare Savings Program (MSP), and Medicaid. Maintains records of transactions; prepares reports as needed.
- Serves as backup to the Information & Assistance/Housing Specialist Team Lead role providing information to residents about services, housing options, rental assistance, and referrals to partner organizations as needed.



Requirements:

Education and Experience:

- Bachelor's degree in social science, social work, or related field
- 3+ years of direct program experience and 3+ years working with older adults.

Licenses & Certifications

- SHIP Certified or obtain SHIP certification within 1 year of hiring.
- Valid Illinois Driver's License and liability insurance

Knowledge, Skills, and Abilities

- Knowledge of community services programs such as Title III, Medicaid, Medicare, the Community Care Program, and Social Security.
- Social, psychological, and physiological aspects of aging.
- Computer systems including hardware and basic software programs.
- Working in State Databases.
- Data input, analysis, and report generation.
- Maintain professional composure and act when confronted with difficult situations.

Company offerings:

- 2 weeks vacation, 13 holidays, 12 sick days, and 2 personal days
- Health Insurance through Blue Cross and Blue Shield (85% of cost covered by employer)
- Dental and vision (85% of cost covered by employer)
- Life insurance
- IMRF Employer
- Pension and 457 savings plans
- Tuition Assistance
- Position qualifies for the Public Service Loan Forgiveness program.

To apply: If you have a passion for working with older adults, we would like to speak with you! Send your resume to

Oak Park River Forest is an equal opportunity employer: disability/veteran.