
EMPLOYMENT NOTICE

Taconic Resources for Independence, Inc. is dedicated to empowering persons with disabilities to lead self-directed lives in the community with independence, full inclusion and dignity.

Please note: This job description has been formatted for screen readers for those with vision impairments.

Position: MOBILE BENEFITS COUNSELOR

Position available come August 2025

Full Time: 35hrs / week. Paid bi-weekly.

Usual work schedule: Monday through Friday, 9am-5pm

Flex time – occasional early evening workshops or tabling events on weekends.

JOB SUMMARY: Provides benefits advisement to individuals with disabilities who are re-entering the job market. Familiarity with Social Security and DSS regulations and knowledge in SSI, SSDI, PASS Plans, Medicare Parts A, B, D and all Medicaid programs.

REPORTS TO: PROGRAM PERFORMANCE MANAGER

ESSENTIAL FUNCTIONS:

- Assists in application processes for consumers with mental health disabilities.
- Participates in committees and conducts classes, workshops and trainings throughout Dutchess County.
- Provides in-house staff and affiliate agencies with current laws/regulations pertaining to SSI, SSDI, and other benefit programs to assist consumers.
- Attends planning meetings, in-service trainings, public forums, scheduled Job Placement Consortium meetings and other relevant meetings.
- Completes monthly, quarterly, and annual data reports along with necessary surveys.
- Maintains open pathways of communication with local SSA/DSS offices and other affiliate agencies.
- Is regularly scheduled at affiliate agency locations to offer benefits advisement to consumers.
- Utilizes web-based communication platforms, such as Zoom and Microsoft Teams to connect with consumers.
- Enters all pertinent information into CIL and related databases in a timely manner.
- Performs other duties and projects assigned by supervisors. Some of these activities may be in the evenings or on weekends.

Qualifications:

- Must be familiar with Social Security and DSS regulations and be knowledgeable in SSI, SSDI, PASS Plans, Medicare Parts A, B, D and all Medicaid programs.
- Knowledge of Americans with Disabilities Act (ADA)
- Lived experience with a disability that allows for relatable understanding of challenges faced by individuals with similar experiences.
- Ability to travel independently.

Benefits:

- **Generous vacation time.**
- **Paid holidays.**
- **Personal time.**
- **Sick time.**
- **NO COST SHARE health insurance.**
- **Dental insurance.**
- **Vision insurance.**
- **Life insurance.**
- **Hybrid work schedule available.**
- **403 B.**
- **On the job training and *continuing education in the field of work (Marist).**

To be considered, please submit a cover letter and resume directly to:

Mildred Caballero-Ho m.caballero-ho@taconicresources.org

No phone calls, please.

Taconic Resources for Independence, Inc. committed to discrimination-free workplace and to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national orientation, age, pregnancy, mental or physical challenging condition, marital status amnesty, political affiliation, status as a covered veteran, or are the protected characteristics in accordance with applicable federal, state, and local laws.

AN EQUAL OPPORTUNITY EMPLOYER