



## CHILD BENEFITS COORDINATOR

If you are interested in applying, please submit your cover letter and resume to [missie.irby@cnhc.org](mailto:missie.irby@cnhc.org)

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

### **MINIMUM REQUIREMENTS**

#### **Education / Experience / Certification**

- ◆ Associates degree from an accredited college or university is preferred
- ◆ Official transcripts are a mandatory requirement
- ◆ Specialized training and/or experience in Social Security Administration representative payee coordination related to child welfare is preferred

#### **General Purpose of Job (Full job description provided upon interview)**

The Child Benefits Coordinator serves as a liaison to the Social Security Administration and advocates on behalf of children in care to maintain their eligibility for Social Security benefits. The individual must possess strong organizational skills and attention to detail; strong interpersonal skills allowing her/him to develop an efficient working relationship with the Social Security Administration, case managers, mental health professionals, and children in care. The Child Benefits Coordinator will possess personal qualities of integrity, credibility, and an unwavering commitment to Children's Network of Hillsborough LLC, LLC's mission; and be familiar with the rules and policy as it relates to Social Security Disability benefits, Supplemental Security Income eligibility, Representative Payee responsibilities, Master Trust policy, and other public benefit programs.

#### **Certificates, License, Registrations, backgrounds, drug screens, Etc.**

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying