

## **SOCIAL SECURITY ENTITLEMENTS PROGRAM TECHNICIAN**

### DEFINITION

Under general supervision, to provide employment, case management, counseling and information related to Social Security services to developmentally disabled students and adults; and to do related work as required.

### EXAMPLE OF DUTIES

Provide ongoing support services to students and adults who are receiving or are eligible to receive Supplemental Security Income (SSI) or Supplemental Security Disability Income (SSDI) benefits, including initial enrollment and assessment; assist with group and individual orientation for participants and their parents regarding Social Security Administration (SSA) entitlements; provide information and assistance to participants on their current levels of Social Security entitlements as well as living expenses; work with parents in the management of student employment and SSI funds; provide ongoing training and technical assistance to students and care providers in managing Social Security entitlements for participants; provide information and help implement SSA work incentive programs; maintain communication with the local SSA field office and attend meetings as necessary; establish an earnings and reporting system for incentive income with the local SSA field office; provide ongoing cross training to all local supporting agencies and Department of Rehabilitation counselors and Regional Center of Orange County case managers on SSI entitlement and how employment affects changes to SSI benefits; travel to various sites to interface with referral services, employers, care providers and others concerning client job training and performance; may develop job opportunities and provide job coaching; participate in ongoing training to stay current in the field of SSA benefits; provide data and financial reports, adhering to program policies and procedures; and attend required meetings and inservices.

### QUALIFICATIONS

#### Knowledge of

Developmentally disabled student behavior and characteristics; vocational and habilitation job training principles and practices; Social Security entitlement programs and disability related issues regarding employment; social services available to Supplemental Security Insurance; special education services; correct English usage, spelling and simple arithmetical calculations; and office procedures, including computer operations/word processing/spreadsheets.

#### Ability to

Compile and maintain accurate and complete records and reports; work well with a variety of individuals, parents/guardians, clients, employers and various supporting agencies; maintain cooperative relationships with those contacted in the course of work; communicate effectively orally and in writing; work with developmentally disabled students; travel to various sites in personal vehicle; follow procedures, regulations and controls of specially funded Social Security Administration programs; work independently with flexibility including hours occasionally on evening and weekends; and make reasonable decisions.

### Experience

One year of responsible experience in some combination of related activities with the developmentally disabled, preferably in vocation job training and placement. Experience in social services and familiarity with Social Security Administration rules and regulations is desirable.

### Education

Equivalent to the completion of the twelfth grade.

### Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

### Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: December 2, 2003

Revised: February 26, 2008, effective March 1, 2008

Revised: February 14, 2012, effective February 15, 2012