Representative Payeeship Caseworker

Position Title: Representative Payeeship Caseworker  
Immediate Supervisor: Representative Payeeship Program Manager  
FLSA Status*: Non-exempt – Full Time  
Positions Supervised: Yes

**Position Summary:** The Representative Payeeship Caseworker works closely with the Representative Payeeship Program Manager, ensuring the highest degree of achievement, performance, and implementation of the program and its services. Executes services with respect to the vision and mission of the Agency.

**Duties and Responsibilities:**

- Responsible for specific amounts of direct service as directed by the Representative Payeeship Program Manager.
- Demonstrates commitment to strengths-based approaches in service delivery, principles of self-determination and person-centered planning with clients.
- Able to maintain a fiduciary role for the client and manage all financial aspects of a client’s SSI/SSDI benefit.
- Document client activity in a timely manner.
- Use excellent written and verbal communication skills.
- Advocate for client.
- Develop and build relationships with other appropriate entities in the county for networking and referral purposes.
- Coordinate special projects as necessary.
- Ensure that all program-reporting requirements are completed in an accurate and timely manner.
- Follow Representative Payeeship Services Program and Social Security Administration policies and procedures.
- Assist in the development of and compliance with quality assurance standards of the Representative Payeeship Program.
- Keep abreast of and focus on continuous quality improvement.
- Attend required meetings, which may include evening and weekend meetings as well as overnight travel.
- Participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
• Work independently, think critically and objectively, and make sound recommendations in the best interest of the individual.
• Other duties as assigned.

**Qualifications:**
• Exercise considerable judgement with a high level of confidentiality.
• A high level of computer expertise in Microsoft Office products including Word, Excel, and PowerPoint.
• Strong interpersonal, written, and verbal communication skills, including producing clear, concise reports.
• Ability to balance multiple tasks simultaneously.
• Superior organizational skills and attention to detail.
• Ability to maintain professional boundaries and engagement skills with a challenging population.
• Evidence of ongoing training and education in related areas such as financial, mental illness, substance abuse, and/or homelessness.

**Education and/or Experience:**
• Knowledge/understanding of Social Security and/or Medicaid rules.
• Associate’s degree preferred, and/or two years’ experience in related field. Bilingual is a plus.

**Certificates and Registration:**
• Successful completion of BCI/FBI background screening.
• Successful completion of Exclusion Checks.

**Physical Demands:**
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing duties of this job, the employee is frequently required to sit, talk, and hear.
• The employee is required to stand, walk, and climb stairs
• The employee must occasionally lift and/or move up to 25 pounds.

**Reports To:** Jennifer Brockway, Representative Payeeship Program Manager

3.2 Posting of Openings

Catholic Charities of Ashtabula County desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on employee bulletin boards. Prior to any outside recruitment, the Agency will announce all new positions within the Agency for five consecutive working days (Employee Manual, pg. 10).

* Fair Labor Standards Act (FLSA)
Representative Payeeship Caseworker Posting: 7/2023