



Burke Job Posting/Job Description

Position Title

Consumer Benefits Consultant – P.W. – Consumer Benefits - Nacogdoches, TX

“PENDING BOARD APPROVAL”

Position Number

P #1688

General Description

The CBC will process Disability Claims for Burke Clients in the following programs: MH, IDD, FCA, TCCOOMI, and ECI Clients; including development of case histories for claims. The CBC follows up with appeals and represents clients at Administrative Law Judge Hearings. This position also completes DHS applications for Medicaid, Children’s Health Insurance Program “CHIP”, TANF, Food Stamps, and Medicare D.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years’ experience working with the Mental Health system or Social Security Administration, DHS, Medical Clinic, or working with a Community Assistance Program

Required: Must have a good working knowledge of Microsoft Word and excellent typing/computer skills

Licenses/Certifications

Required: Valid Texas driver’s license

Special Request or Comments

Required: Applicant must be a self-motivator and can work with little or no direct supervision, have excellent organizational skills to meet strict deadlines, demonstrate good verbal and written communications skills, and have a driving record insurable by Burke’s insurance administrator. There will be overnight travel for quarterly training for this position.

Physical Requirements

Required: Must be physically able to complete SAMA and CPR/ First Aid training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility is required to bend, reach, and lift up to 25 pounds while carrying charts and equipment during a work day.

Hours

Monday – Friday; 8:00 am – 5:00 pm

Salary

\$25,000 annually

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.