Job Title: Disability Benefits Advocate
Status: Part-Time/Exempt with Opportunity for Future Full-Time Employment
Reports to: Senior Director of Disability Benefits Services
Department: Disability Benefits Services
Annual Salary: $24,000 – $26,000
Signing bonus of $1,000 for qualified candidates that are fluent in Spanish

We are seeking a part-time team member who is excited to grow with us. This position is currently part-time and offers the opportunity for increased hours and potential full-time employment as the Disability Benefits Services program expands and demand for services grows.

General Purpose:
The Disability Advocate is responsible for client collaboration and advocacy of Social Security disability benefits claims, determining plans of action and claims management expectations, as well as conducting outreach to school systems, refugee organizations, and rural communities. This work will be performed both remotely and at the main office located in Lakewood, CO.

Essential Duties/Responsibilities:
- Respond to phone and email client referrals and coordinate services based on capacity.
- Work with our partner community-based organizations, including the Colorado Cross-Disabilities Coalition (CCDC), Developmental Pathways, and Justice Involved agencies.
- Conduct outreach to school systems, non-profit organizations, and rural communities.
- Coordinate translation services as needed and based on budget availability.
- Advise clients on appropriate resources, coordinate gathering medical records and opinion evidence, and coordinate DDS consultative examinations.
- Meet with clients and third parties remotely and in-person throughout the Denver metro area.
- Complete application, opinion, and other relevant documents with clients and third parties.
- Respond to requests by the SSA and Disability Determination Services (DDS) within 48 hours.
- Serve as the client's representative at the Initial and Reconsideration levels.
- Track data and submit monthly reports to the Senior Director of DBS.
- Drive to the office once to twice/week to scan mail to the DBS team (shared staff duty).

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job

Job Qualifications:
- Top-notch organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Associate degree or 2+ years equivalent experience in mental health, social services, or business preferred.

- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Proficiency in Microsoft Word, Excel, Outlook, and similar office programs.

Benefits Offered:
Eligible employees may participate in Easterseals Colorado's comprehensive benefits program in accordance with plan and hours-worked eligibility requirements.

Physical Requirements of This Position:
Must be able to remain in a stationary position 50% of the time. This person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.