

Representative Payee

Job details

Pay: \$10.50 - \$11.50 per hour

Job type: Part-time

Schedule: Monday to Friday - Day shift

Benefits: Flexible schedule

Job description

Our Payee program is designed for individuals who experience chronic and persistent severe mental illness, struggle with addiction and recovery, or are developmentally disabled and are receiving Social Security Disability, Social Security Income benefits, and/or other types of government assistance.

2-1-1 payees work as part of our clients care team to ensure that a client's basic needs are being met. One of the main goals of our payee program is to help clients find and maintain safe, stable housing. Once safe, stable housing is in place, our payees work with the client to establish a budget to ensure all basic needs are being met.

Responsibilities:

- Monitoring payee bank account with deposits, payments, etc.
- Paying payee client's rent, utilities, and other bills in a timely manner.
- Dispensing spending money in a regular and planned manner.
- Providing the payee client and case managers with direct access to information about his or her funds and communicating any concerns, issues, or problems that may need to be addressed.
- Communicating with government agencies and providing any required documentation in order to continue any benefit process. I.e. the Housing Authority, Job and Family Services, Social Security Administration, etc.
- Payee's are also trained to support the 2-1-1 Call Center and 24 Hour Crisis Line

Skills and Requirements:

- Associates Degree (or higher) preferred in human/social services, or 2+ years experience in social services and/or financial management
- Strong time management skills and organizational skills
- A positive commitment and ability to work with people from diverse educational and cultural backgrounds
- Respect traditions, values and/or lifestyles of different cultural groups
- Be open and flexible in communication with special needs populations
- Excellent oral and written communication skills
- Effective problem solver and decision maker
- Comfortable with technology, including computers and phones