

## **Aspire Living and Learning**

### **Finance Associate: Entitlement Benefits Coordinator**

#### **Job Summary:**

Reporting to the Director of Finance, the Entitlement Benefits Coordinator (EBC) is responsible for the management and supervision of entitlement benefits, for all individuals served by Aspire Living & Learning. This includes, but is not limited to: Social Security Income (SSDI, SSI), Food Stamp Assistance, Medicaid, Medicare, and MA Waiver Eligibility and finances. The EBC is responsible for employee training.

#### **GENERAL RESPONSIBILITIES:**

- Track all disability income payments, notifying the corporate business office of increases and decreases, and all calculations of Room and Board agreements.
- Track public assistance awards, notifying Program Manager(s) of all award changes. Update existing databases to indicate benefit changes.
- Monitor and maintain eligibility for all entitlement benefits, public assistance, and medical benefits. Complete all re-determination forms, apply for benefits as necessary, and resolve any issues with suspended or closed cases. This requires travel to local and federal government offices throughout Maryland, in order to complete in-person interviews, and/or submit documentation as requested.
- Research public assistance programs including Social Security Income and Food Stamp Assistance. Ensure that individuals receive maximum and complete awards.
- Adhere to established policy and procedures to maintain the corporation's compliance with all regulations and guidelines for representative agencies.
- Research medical insurance coverage, including Medicaid, and Medicare. Develop a blueprint for the Medicaid and Medicare systems, and the interrelation of relevant government departments, as they relate to individual eligibility and benefits.
- Review Medicare Part D explanation of benefits to assist in the reduction of pharmacy costs.
- Manage all individual finances.
- Process individual A/P weekly.
- Month end close for all individual accounts.
- Conduct new employee training and all on-going employee trainings; PEX, PUF etc.
- Maintain all related filing systems.
- Quick Books experience
- Excellent with Computer programs
- Good Communication
- Other duties as assigned.