

**SOUTHERN OHIO COUNCIL OF GOVERNMENTS
POSITION DESCRIPTION**

Title: Representative Payee Lead

Requirements:

Degree in Business or Finance preferred. Minimum of two years' experience in finance required with Social Security experience preferred. Experience with personnel management required. Mathematical, budgeting and computer skills required. Ability to read, review and analyze written material. Excellent interpersonal/written communication skills. Multi-tasking, scheduling and organizational skills required. Ability to work with individuals served, diverse families, service providers and interdisciplinary teams. Knowledge of community and social services resources helpful (i.e., Social Security, Medicaid, Medicare). Must be eligible for bonding. Valid Ohio driver's license, reliable transportation, and insurance.

Upon offer of employment, screening that requires freedom from substance abuse and BCII Criminal Investigation background check required.

Duties:

Provide payeeship services in accordance with established principles and practices, SOCOG policies and procedures, and applicable laws, rules and regulations. These activities may include, but are not limited to:

- Develop, review and analyze payeeship services to support stability of income for individuals and to help protect individuals from financial exploitation and abuse.
- Apply computer applications for budgeting, data entry, check processing, bill paying, account reconciliation, report preparation and submission.
- Communicate with customers and stakeholders in various settings (individuals, families, county board staff, Social Security Administration, bank staff, etc.) via email, telephone, mail, presentations, etc.
- Travel to county boards, banks, social security offices and as otherwise necessary.
- Assist as a liaison with the Social Security Administration, financial institutions, individuals, guardians and county boards.
- Maintain the attitude, conduct and moral behavior appropriate to a professional public servant.
- Understand and practice the professional code of ethics in keeping with the confidentiality of information and materials with which he/she may come into contact.
- Develop and maintain information and knowledge of local, state and federal regulations regarding benefit management.
- Develop a plan to maintain a high standard of service while growing the client base.
- Perform related duties as required.

Supervisor:

Business Manager

Hours of Work:

40 hours/week

Other:

- Duties may require working under hazardous and potentially violent, threatening, or physically demanding conditions.
- Bureau of Criminal Investigation background check required.
- Medical examination required upon offer of employment