



State of Rhode Island and Providence Plantations
Council on Postsecondary Education
OFFICE OF THE POSTSECONDARY COMMISSIONER
560 Jefferson Boulevard Suite 100
Warwick, Rhode Island 02886-1304

Enclosure 7h1.
December 2, 2015

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Chair

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To: Council on Postsecondary Education

From: Commissioner Jim Purcell, Ed.D.

Date: November 18, 2015

RE: Request of the System Personnel Review committee (SPRC)
New Position-Benefits Specialist-Work Incentives Planning and
Assistance at Rhode Island College

Background:

The Paul V. Sherlock Center is collaborating with several state and private agencies to implement the Consent Agreement between the State of Rhode Island and the United States Department of Justice to increase access to employment for individuals with disabilities. Providing counseling about work incentives is a critical component of that effort. The Benefits Specialist - Work Incentives Planning and Assistance provides work incentives planning and assistance to beneficiaries who receive Social Security Disability Benefits.

The Benefits Specialist - Work Incentives Planning and Assistance is responsible for counseling and educating beneficiaries, individually or in groups about how employment will affect their current benefits (which can also include public and private health insurance as well as other federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency.

This is a three-year, grant-funded position.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

At Rhode Island College:

Benefits Specialist - Work Incentives Planning and Assistance

Motion:

THAT the Council on Postsecondary Education approves the following System Personnel Review Committee's recommendation.

**RHODE ISLAND COLLEGE
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

Date of Request: October 9, 2015
 Current Title: n/a (new)
 Department: Sherlock Center on Disabilities
 Pay Grade: n/a

Salary Range: _____ Union Status: Yes No X
 Union Appeal: Yes No X
 Administration Action: Yes X No

REQUEST:

A. Reclassify to:
 Title: _____
 Pay Grade: _____ Salary Range: _____

B. Upgrade to:
 Pay Grade: _____ Salary Range: _____

C. Establish New Classification:

Title: **Benefits Specialist – Work Incentives Planning and Assistance**

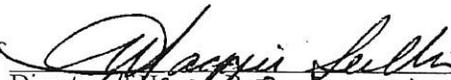
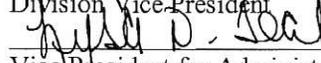
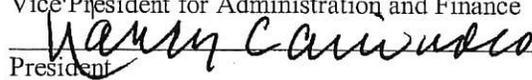
Pay Grade: 11 Salary Range: \$45,572 - \$96,599

D. Title change:
 Pay Grade: _____ Salary Range: _____

Reason/Justification for request: The Paul V. Sherlock Center is collaborating with several state and private agencies to implement the Consent Agreement between the State of Rhode Island and the United States Department of Justice to increase access to employment for individuals with disabilities. Providing counseling about work incentives is a critical component of that effort. The Benefits Specialist – Work Incentives Planning and Assistance provides work incentives planning and assistance to beneficiaries who receive Social Security Disability Benefits. The Benefits Specialist – Work Incentives Planning and Assistance is responsible for counseling and educating beneficiaries, individually or in groups, about how employment will affect their current benefits (which can also include public and private health insurance as well as other federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency. This is a three-year, grant-funded position.

Enclosed are the following documents:
 -Old position description: n/a New position description: ✓
 -Organization chart: ✓ Summary of differences between old and new position description: n/a

Approved by:

	10/19/15
Director of Admin Resources	Date
	10/20/15
Division Vice President	Date
	10/22/15
Vice President for Administration and Finance	Date
	10/23/15
President	Date



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

PROPOSED: October 9, 2015

Title: Benefits Specialist – Work Incentives Planning and Assistance
Status: Full-time, 35 hrs/week, (Three-year grant funded position)
May involve working outside regular hours; evenings and weekends.
Grade: 11
Affiliation: Non-Union BOG (Board of Education)
Reports To: Associate Director, Paul V. Sherlock Center

PRIMARY PURPOSE: The Benefits Specialist – Work Incentives Planning and Assistance is responsible for counseling and educating beneficiaries, individually or in groups, about how employment will affect their current benefits (which can also include public and private health insurance as well as other federal, state, and/or local benefits received) Additionally the Benefits Specialist - Work Incentives Planning and Assistance may work with stakeholders to improve access to information and benefits counseling.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

- Triage Beneficiary referrals to meet benchmarks, program goals and SSA standards.
- Implement and meet quality assurance standards and monitor and meet annual benchmarks.
- Ensure all information about beneficiaries is securely maintained and entered into approved data base following guidelines and protocols (i.e. SSA Efforts To Outcome (ETO), NIRS.); ensure that all Personal Identifiable Information (PII) is kept confidential following established protocols, including all written and electronic files.
- Provide individual counseling and/or group information sessions using the communication mode appropriate to the person.
- Gather eligible beneficiary information and provide written Benefits Summary and Analysis reports and Individual Work Incentive Plans. Provide follow up services to support plan implementation.
- Communicate with SSA and Technical Assistance staff to effectively implement and achieve project objectives, bench marks and standards.
- Provide accurate information about SSDI and SSI work incentives, including the Ticket to Work initiative to individual beneficiaries and groups,
- Develop accurate and personalized benefit analysis plans demonstrating appropriate work incentives and application of work incentives strategies that promote employment
- Provide ongoing, comprehensive work incentives; monitoring and management assistance to SSDI and SSI beneficiaries.
- Maintain ongoing close contact with Social Security Administration personnel. Also work cooperatively and constructively with external resources, including collaborators, employment networks, state vocational rehab counselors, State One Stop Center personnel, advocacy groups, Area Work Incentive Coordinators, and Work Incentive Liaisons.
- Provide routine outreach activities to beneficiaries, members, community partners and providers. Work collaboratively with SSA's Program Management for Recruitment and Outreach (PMRO). Conduct group presentations regarding Social Security work incentives, job readiness and other employment related topics.
- Develop Work Incentive Plans that promote employment, utilization of appropriate work incentives and provide linkages to Career Centers/One Stops, Department of Rehabilitation and community employment resources.