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POSITION TITLE: Benefits Specialist – Eau Claire County

Employment Resources, Inc. (ERI) is a statewide nonprofit agency that advances the employment, health and financial security of people with disabilities. ERI seeks a full-time person to provide benefits counseling and information and support to people with disabilities. This role is in place to help individuals navigate the various benefits programs like Social Security, FoodShare, Medicare and Medicaid, while also navigating employment and budgeting. The person in this position will be working with adults, youth, and their families.

Bachelor's or Associate Degree in human services, education, accounting, paralegal or allied health field or equivalent training and experience is required. We are looking for someone with strong communication and interpersonal skills, high attention to detail, an aptitude for math, and the ability to learn highly specific information. Must work well independently and as part of a team with the ability to prioritize and meet deadlines while remaining flexible. The ability to relate, communicate and engage diverse populations is important. Research, computer, and internet experience necessary. ERI will provide the technical benefit training necessary for this work.

This is a home-based position and includes significant travel within the defined service delivery area which includes Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Polk, Rusk, St. Croix, and Washburn counties. You must possess a valid Wisconsin driver's license, proof of personal auto liability insurance, and a reliable vehicle. You must also be able to pass and maintain clearance related to criminal, caregiver, and sex offender background check requirements, as well as a federal suitability determination; and be capable of using a computer and business software.

ERI is an equal opportunity employer with talented staff, creative and flexible work environment, excellent benefits and generous earned time off policies.

To apply, please send cover letter, resume, and salary expectations by July 15th, 2020 to jobs@eri-wi.org.