



**CIDNY**  
Center for Independence  
of the Disabled, NY

# Disability Benefits Counselor

## Position Summary

CIDNY is seeking a Benefits Counselor for a home-based application support services initiative that helps home-bound individuals with federal disability applications.

## Role and Responsibilities

- Receive referrals and schedule home visits to assist participants with federal disability applications.
- Conduct a full interview and assessment of individual's documents as it relates to federal disability applications.
- Assist participants in obtaining documents from their medical providers.
- Assist the participant in attending medical examinations or appointments to obtain necessary medical documents.
- Collect all relevant documentation on the participant's behalf and submit them, along with a completed federal disability application.
- If application is denied, refer applicant to the contracted legal agency for fair hearings.
- Ensures client and service data are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases.
- Attends in-service trainings and unit meetings.
- Perform other program-related duties as assigned.

## Qualifications

- Commitment to disability rights, equity, diversity and inclusion. Experience working in a culturally diverse setting.
- Minimum of a bachelor's degree in Human Services or related field, and three years of relevant and related work experience with State and/or federal benefits programs.
- Candidates should possess excellent written and oral communication skills.
- Individual must have time management skills to maintain individual outreaches, caseload, documentation and administrative requirements.

## ABOUT CIDNY

CIDNY is a nonprofit organization founded in 1978. CIDNY is part of the Independent Living Centers movement: a national network of grassroots and community-based organizations that enhance opportunities for all people with disabilities to direct their own lives. CIDNY is the voice of people with disabilities in New York City. CIDNY staff and board include social workers, lawyers, and other highly qualified professionals, most of whom are people with disabilities. The staff all have a strong belief in self-determination and bring valuable life experience and insights to their work.

- racially and ethnically diverse with the ability to communicate in over 27 languages including ASL
- speaks for everyone who lives with a disability, whether it came at birth, by injury, disease, or during the process of aging
- educate the public and advocate for civil rights and a strong safety net of benefits and services

- Ability to work well independently as well as part of a team.
- Must be computer literate on basic Microsoft Programs and Internet search use.
- Experience counseling individuals with disabilities preferred.
- Bilingual skills a plus.
- This position requires travel throughout NYC.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds.
- Excellent interpersonal skills and an ability to work effectively with diverse staff.

## Application Process

To apply for consideration for this career opportunity for people with disabilities, email application and any request for accommodations to Jill Zomp, [jzomp@benderconsult.com](mailto:jzomp@benderconsult.com) with **CIDNY Disability Benefit Counselor** in the subject line. Please include how you heard about the search. Applications will be reviewed as they are received. Applications should contain a **resume** and thoughtful **cover letter** that **must** describe how your skills and experience meet the qualifications and personal characteristics stated above and in the job description.

CIDNY has retained the executive search firm and certified woman with a disability-owned business enterprise, Bender Consulting Services, Inc. to conduct this search, [www.benderconsult.com](http://www.benderconsult.com). Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers.