

Job Title: Social Insurance Specialist
 Requisition Number: JO-1506-2787
 Grade: 11
 Salary Range: \$57,960.00 - \$74,727.00
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 6/30/2015 - 7/10/2015

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SOCIAL INSURANCE SPECIALIST

CS-0105-11

\$57,960 - \$74,727

Job Summary

Collective Bargaining Unit (Union)

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Disability Determination Division. The Disability Determination Division determines the absence or presence of a disability and adjudicates appeals for disability benefits under the Social Security Act.

The incumbent will review and analyze evidence of illness, injury, disease or other medical conditions and vocational factors, which prevent an individual from gainful employment, and renders a determination to approve or deny disability benefits. Prepares a detailed written analysis explaining the facts of the case and the basis for the decision and provides written notice to the claimant and the Social Security Administration. Maintains a complex and diverse caseload of Social Security Disability claims, and claims for Supplemental Security Income, at various stages of development, and exercises judgment to insure resolution of all issues. Protects and safeguards confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.

Completes case reviews and writes a comprehensive analysis on a variety of difficult or complex disability cases, at different stages of development, in order to assure compliance with the Social Security laws and regulations and legal statutes utilizing the appropriate internal office procedures.

Determines the medical and vocational information needed to substantiate the claim, analyze medical, vocational, educational and other collateral information received, and integrates those findings with Social Security regulations concerning disability, and with facts of that particular claim. Determines the need for additional medical tests, evaluations or consultative examinations in the fields of medicine, psychology, psychiatry or other specialties, and arranges for expenditure of funds for medical evidence. Prepares a written residual functional capacity assessment based on the severity of the medical condition and the nature of the impairment.

Consult with internal and external professionals or contract providers, including physicians, psychologists, and vocational experts to address highly complex issues.

Interviews or corresponds with claimants, family members, legal representatives, employers, community resources and others as needed, to obtain additional information or collateral evidence concerning an individual's functional abilities.

Perform other duties as assigned.

Qualifications

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to adjudicating disability claims. Examples: Interpreting and analyzing policies and procedures associated with national social insurance programs.

A combination of education and professional experience working with disability, medical or insurance claims adjudication or investigation, health care, unemployment, workers compensation, social services, or related field.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), AV equipment"

Education

Minimum requirement: A high school diploma; bachelor's degree preferred. Equivalent combination of education and work experience is considered.

Work Experience/Knowledge

Experience interpreting and analyzing data exchange procedures associated with federal and/or state programs and activities.

Experience managing and completing tasks and projects in relation to data exchanges.

Knowledge of the organizational structure and work processes of an agency's or organization's programs.

Experience negotiating with all levels of staff, internal and external to the organization resulting in a documented agreement.

Ability to analyze data and make recommendations.

Skill in oral and written communication and negotiation to resolve workload issues.

Knowledge of Data Exchange procedures associated with federal/state programs and activities.

Collective Bargaining Union (Union)

This position is in the collective bargaining unit represented by local union AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Work Environment

The work is sedentary in nature. Some walking, standing, and bending is required. Work is performed in an office setting with no known risks.