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| Job Title: | Social Insurance Specialist |
| Requisition Number: | JO-1604-5248 |
| Grade: | 11 |
| Salary Range: | $59,698.00 - $76,969.00 |
| Promotion Potential: | No |
| Agency: | Disability Services |
| Location: | 1125 15th St NW |
| Area of Consideration: | Open to the Public |
| Opening/Closing Date: | 4/14/2016 - 4/24/2016 |

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**SOCIAL INSURANCE SPECIALIST**
**CS-0105-11**
**$59,698 - $79,727**

**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 render 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 of Specialized experience include**: communicating with customers about their rights under the Social Security laws, gathering facts and evidence to establish eligibility for benefits, making critical decisions to determine the amount of benefits paid to individuals, and using state-of-the-art computer technology to access and update information about claims.

**Licensures, Certifications and other requirements**
None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

**Education**
Minimum requirement: A high school diploma; bachelor's degree in behavioral or social science preferred. Equivalent combination of education and work experience is considered. 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.

**Work Experience/Knowledge**

Knowledge of Federal and State laws regarding confidentiality of personal information and procedures for obtaining and disclosing

information

Using lay medical and vocational program knowledge, reviews and authorizes determinations of medical impairments or to reconsider determinations of disability for hard to prove physical and mental conditions.

Ability to analyze and review diverse and highly complex claims

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

Ability to analyze data and make recommendations.

**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 are required. Work is performed in an office setting with no known risks.