

Job Title: Supervisory Social Insurance S
 Requisition Number: JO-1508-3318
 Grade: 13
 Salary Range: \$81,685.00 - \$114,359.00
 Promotion Potential:
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 9/2/2015 - 9/12/2015

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SUPERVISORY SOCIAL INSURANCE SPECIALIST
MS-0105-13
\$81,685 - \$114,359

Job Summary

Management Supervisory Services AT-Will

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 (DDS), Disability Determination Division (DDD). The mission of the Division is to provide accurate and timely disability determinations on claims filed with Social Security Disability Insurance and Supplemental Security Income under Title II and Title XVI of the Social Security Act.

The incumbent will be expected to assist the manager in planning, leading, organizing, and controlling the daily work performed by the organization. Assumes responsibility for the smooth operation of the Social Insurance Specialist unit under his/her supervision. This includes working on multiple tasks under time constraints; analyzing and resolving immediate and long-term problems related to personnel and the disability determination case development process; understanding and applying numerous laws, regulations, procedural guidelines, etc.; and communicating effectively with individuals both inside and outside the Division. Assists the manager in developing long term strategic plans for DDD with a focus on Social Security Administration goals. Provides managerial input to the supervisor while assessing production, processing time and quality to ensure DDD is meeting weekly workload requirements.

Supervises staff responsible for analyzing evidence pertaining to alleged disabilities and adjudicating disability claims based on such analyses which involves reviewing supportive objective medical documentation. Coordinates and maintains contact with claimants, beneficiaries, physicians and employees to ensure receipt of required medical and vocational documentation. Monitors claims that are vulnerable to operational delays and are at risk of poor quality decisional outcomes; identifies backlogs in the operational unit and the medical consultants' pool with the purpose of removing obstacles. Represents the Division at the SSA Regional Office, DDS and District agencies in the absence of the supervisor to ensure DDD goals are met.

Incumbent must also manage administrative issues, such as leave and training, related to employees directly under his/her supervision. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; approves leave; develops performance standards and evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the organization; recommends appointment, promotion, or reassignment to such positions; hears and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; periodically reviews position descriptions for accuracy; and finds ways to improve production or increase the quality of the work supervised.

Conducts training and orientation of new Social Insurance Specialists on the application of laws, regulations, policies, and procedures relevant to the disability determination process and identifies training needs of staff. Develops and conducts training or arranges for outside training as appropriate.
Performs other duties as assigned

Collective Bargaining Union

This position is not in a collective bargaining unit. Management Supervisory Services AT-Will.

Qualifications

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 is related to managing, supervising, or performing work concerned with the administration and operation of national social insurance and need-based benefit programs.

Examples: assisting people in establishing entitlement and receiving benefits; adjudicating, authorizing, or reconsidering claims for benefits; representing programs before the general public and providing information through various media; studying operations, case processing, systems operations, methods, and procedures to improve the operation and delivery of programs and to assess the integrity and quality of program operations; interpreting program requirements and formulating policies, procedures, methods, work aids, technical guides, and other reference material for program operations; and preparing training materials and providing training to staff.

Licensures, Certifications and other requirements

Other - 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 business, public administration or related field preferred. Equivalent combination of education and professional work experience working with disability, medical or insurance claims adjudication or investigation, health care, unemployment, workers compensation, social services, or related field is considered.

SUBSTITUTING EDUCATION: If you are qualifying for this position based on completed education at an accredited U.S. college, university, or other educational institution, you **must** provide a copy of your transcripts or other proof of education.

Work Experience

Experience adjudicating all types of social security and supplemental security income disability claims.

Experience managing a disability determination unit.

Experience advising on potential problems and to assist with unusual situations that do not have clear guidelines or precedents.

The ability to plan and carry out assignments, interpret policy, and determine the methods and contacts.

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.