

KENOSHA HUMAN DEVELOPMENT SERVICES, INC.

3536 52nd Street
Kenosha, WI 53144



Division/Department:	Resource Center		
Location:	Main Office		
Job Title:	Representative Payee		
Reports To:	Resource Center Program Manager		
Type of position:	FLSA Status:	Schedule:	
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Non-Exempt	40 hours per week or as demanded by the job
<input type="checkbox"/> Part-time	<input type="checkbox"/> Intern	<input type="checkbox"/> Exempt	

POSITION SUMMARY

Position assists people to maintain a decent standard of living by ensuring that their Social Security Disability benefits are budgeted, and monthly bills are paid to ensure basic needs such as housing, medical, food and clothing needs are maintained. Position is authorized to act only on matters relating to the beneficiary's Social Security Administration based benefits.

RESPONSIBILITIES

1. Perform duties related to the administration and upkeep of program records
2. Accurately complete accounting tasks related to receiving and disbursement of funds in the representative payee program
3. Creatively problem solve with consumers to create a livable budget and pay monthly expenses to maintain shelter and meet their basic needs
4. Advocate for the rights of the participant and work with other service providers to further the interest of the participant. This may include obtaining waivers, payment arrangements, and reduction of costs to the participants
5. Develop professional relationships and coordinate clear communication with service providers and the Social Security Administration
6. Adjust Representative Payee Program policies and procedures to meet the guidelines and expectations of the Social Security Administration
7. Compile information necessary for the completion of required reports
8. Other duties as assigned

PROFESSIONALISM

1. Conduct oneself in a professional manner
 - a. Maintain the confidentiality and other rights of participants, families and staff and follow HIPPA Guidelines for all verbal and written communication
 - b. Problem-solve difficult situations in a timely manner
 - c. Manage difficult or emotional consumer situations by responding promptly to needs, requests for assistance and services
 - d. Give, receive and act upon feedback from supervisors and co-workers in an appropriate manner
 - e. Maintain professional boundaries with consumers and co-workers at all times
 - f. Understand cultural diversity and have respect for others' values and culture
 - g. Attend training as requested by supervisors
 - h. Other tasks as assigned by supervisors

QUALIFICATIONS: High School diploma required.

1. Ability to effectively communicate, both written and verbally, in the English language
2. Must have reliable transportation and valid driver's license with good driving record
3. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage
4. Ability to maintain records and document case notes daily
5. Ability to give and accept feedback as a part of a team
6. Ability to traverse within the workspace and community frequently
7. Be willing to learn and work with the treatment philosophies
8. Bilingual in Spanish a plus
9. Experience working with individuals with developmental disabilities, mental health, physical disabilities, or infirmities of aging preferably in a health or human services setting
10. Understanding the rights of individuals with developmental disabilities, mental health, physical disabilities, or infirmities of aging preferably in a health or human services setting
11. Must be a logical and practical thinker, detail oriented and able to work independently
12. Able to use a computer

*If you are interested, please apply online at www.khds.org by **April 15th, 2025***

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

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