

Disability Claims Examiner

Winthrop, Maine, United States | Human Services | Full-time

Division of Disability Determination Services

Job Class Code: 3066

Grade: 20 (Pro-Tech)

Salary: \$17.11-\$23.05/hour

Position Number: 02024-1151, 02024-1630, 02024-1191

Agency information:

The Department of Health and Human Services (DHHS) provides supportive, preventive, protective, public health and intervention services that safeguard the public health and assists our customers in meeting their needs. Within the Office for Family Independence (OFI) is the Division of Disability Determination Services (DDS). DDS is responsible for evaluating and making medical decisions on claims for Social Security disability benefits. DDS has a vacancies in Winthrop.

Job duties:

As a Disability Claims Examiner, you will be responsible for:

- Gathering and evaluating medical and psychological reports, vocational information, and other evidence on a claimant's condition.
- Managing a caseload of approximately 135 cases, and be in contact with claimants and medical providers to gather the proper documentation.
- You will discuss the evidence with in-house medical and psychological consultants and prepare formal decisional documents.
- At times, you will arrange for special medical or psychological examinations.
- Much of the work you perform will be done on a computer. You will read the medical evidence on a computer screen and perform all elements of the claim process on the computer.
- You will be expected to synthesize complex medical information and apply it to national standards.
- You will need to be well organized in order to manage your caseload.

MINIMUM QUALIFICATIONS:

In order to qualify, you must have a four (4) year combination of education, training, and/or experience providing knowledge and abilities required to obtain, evaluate, and adjudicate medical, psychiatric, and psychological evidence pertinent to claims for disability benefits.

SUPPLEMENTALS: In addition to your application, you must address each of the following competency areas in order to be evaluated properly:

1. Disability Claims Examiners review and analyze complex medical and psychological histories of individuals who seek disability benefits through the Social Security Administration. Briefly

summarize those aspects of your background that would provide you with the technical knowledge necessary to understand and evaluate this information.

2. Disability Claims Examiners determine a claimant's medical eligibility for disability benefits based on the Examiner's evaluation of the claimant's medical records and a comparison of this evaluation to Social Security Administration rules, regulations, and guidelines. Please summarize those aspects of your background that demonstrate you can make these types of decisions.
3. Disability Claims Examiners have a great deal of independence in prioritizing their work and managing their caseload. However, Examiners must meet strict timeframes in completing their assigned duties. Briefly tell us about those aspects of your background that demonstrate your ability to self-manage your work and complete your duties within specified timeframes.
4. Disability Claims Examiners rely heavily on automation technology in processing disability claims. Examiners use both enterprise-level business applications and standardized desktop products such as Windows, MS Word, and Outlook in performing their daily duties. Briefly comment on your experiences in using automation technology to accomplish your work that demonstrates your degree of skill in using automation technology to perform your duties.

***Failure to address the four supplemental statements will be deemed as an incomplete application and will not be processed.**

APPLICATION INFORMATION:

For additional information about this position please contact Cheryl Harvey, 377-9502

To apply, please upload a recent resume, cover letter and transcript (transcript needed only if education is used to meet minimum qualifications). To request a paper application, please contact Ashley Smith at Ashley.Smith@maine.gov

BENEFITS

Value of State's share of Employee's Retirement: 14.47% of pay

Value of State-paid Dental Insurance: \$14.31 biweekly

Value of State-paid Health Insurance*:

Level 1: 100% State Contribution = \$461.75 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$438.66 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$415.58 biweekly (Employee pays: 10%)

Level 4: 85% State Contribution = \$392.49 biweekly (Employee pays: 15%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2019.

The Department of Health and Human Services is an Equal Opportunity/Affirmative Action employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.