

# Join the DLC Team!

## Current Employment Opportunity

**Benefits and Entitlement Specialist** – Juneau (posted 09-14-2023)

**Closing:** Noon Friday, October 6, 2023

Maintain a healthy work-life balance while contributing to a community where Alaskans with disabilities have equal opportunity to live, learn, work and play!

The Disability Law Center of Alaska, a nonprofit law firm advocating on behalf of Alaskans with disabilities, seeks a Benefits and Entitlement Specialist. The person in this role will assist Juneau residents with disabilities who are homeless, or at risk for homelessness, with applying for Social Security Benefits. This will include coordinating and providing application assistance at various locations in Juneau.

We are committed to providing an equitable workplace where people with disabilities, LGBTQ+ people, Indigenous, Black, Latinx, Asian, Pacific Islander, and other people of color can all thrive. Staff diversity, including socioeconomic background, is integral to providing effective representation to Alaska's underserved communities.

Preferred applicants will have a high school diploma (or its equivalent), plus two years applicable experience, evidence of ongoing training and education in related areas (such as mental illness, substance abuse, and/or homelessness), and SSI/SSDI Outreach, Access, and Recovery (SOAR) training.

### Compensation

Salary: \$42k to \$61,678 depending on experience

Benefits include health, dental, vision, 403(b) plan, and generous paid personal leave.

Insurance Coverage: We offer group health (medical, dental, vision) life and short-term disability insurance coverage to regular full-time employees. 100% of the cost of coverage is paid for eligible employees. Dependent health coverage is available on a cost shared basis with the agency under the group plan. Insurance coverage begins as soon as approved by the insurance company.

Time Off: Regular full-time employees receive 13 paid holidays and a paid week off between Christmas and New Year's... Because we value participation in voting, all regular full-time employees who are registered to vote may take up to 2 hours of administrative leave with pay to vote on election days.

Personal Leave is a combined leave that includes sick leave and annual leave. Personal Leave is earned beginning with the first full pay period of employment. Employees must be on the payroll for a minimum of thirty 30 calendar days before they can take leave. Leave accrues during this period after 30 days; an employee is entitled to take Personal Leave as it accrues. The rate at which Personal Leave is earned is:

- During the first year of employment 15 hours per month;
- During the second year of employment 18.75 hours per month;
- During the third year and each year after 22.5 hours per month.

**Paid Parental Leave Policy:** The Disability Law Center of Alaska [DLC] will provide up to 16 weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with DLC's Family Leave (FL), as applicable.

### **Application Process**

Application and cover letter (as described in the application) are required. You may also submit a resume and other relevant documentation that you would like considered.

**Download application here.**

### **Apply to:**

Our office is closed to the public and most staff are working remotely. Sending your application and supporting materials via email is preferred. The email address for submissions is: [akpa@dlcak.org](mailto:akpa@dlcak.org)

If an electronic application will not be possible, you may apply via mail to:

David C. Fleurant, Executive Director  
3330 Arctic Blvd., Suite 103  
Anchorage, AK 99503

**Questions?** Contact David C. Fleurant, in Anchorage at 565-1002, Statewide at 1-800-478-1234

The Disability Law Center of Alaska is an equal opportunity employer. DLC particularly encourages applications from members of minority groups, people with disabilities and others whose backgrounds may contribute to more effective representation of low-income and underserved communities.