



Disability Counselor – Cook County Pension Fund

The Cook County Pension Fund –

The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 20,000 active members (employees) and 20,000 annuitants (retired employees and survivors of retirees) of the Fund. Ordinary and duty disability benefits are provided to eligible active employees of Cook County and the Forest Preserve following a successful application process that is completed and submitted by the member to the Fund.

Duties and Responsibilities:

The Fund is seeking a full-time disability counselor to assist with the coordination of disability services and related benefit payments to members. The disability counselor works within the disability member services team and reports to the Director of Member services. The primary focus of this role is to assist members applying for disability benefits and perform related case management.

Essential duties of the Disability Counselor include the following:

- Communication with members of the Fund regarding disability application requests. Communication is performed primarily via phone or in-person meeting at the Fund office.
- Perform case management on disability applications, including coaching members through the requirements of the application process, reviewing documentation submitted, tracking applications, and submission to the Board of Trustees
- Document discussions with members and materials received and distributed
- Organize evaluation of members by a licensed and practicing physician appointed by or acceptable to the Board of Trustees
- Coordinate with employer on verification matters pertaining to applications, including corroboration with workers compensation benefits for duty disability applications
- Provide written documentation regarding decisions of the Board of Trustees regarding disability applications
- Perform all aspects of the job in accordance with the Illinois Pension Code and Board of Trustees policies
- Other responsibilities as deemed necessary to support Fund operations and year-end financial reporting, including data analysis, case audits, and cross-departmental assistance

Job Qualifications

Minimum Requirements of the Disability Counselor include the following:

- Ability to demonstrate empathy with members and beneficiaries while delivering professional and efficient service
- “Hands-on” and able to work independently while prioritizing assignments with initiative
- Excellent interpersonal skills



- Able to manage multiple assignments simultaneously and possess strong organizational skills
- Creative problem-solving and analytical skills
- Ability to read, learn, comprehend and implement the Illinois Pension Code and Board policies, including practical application of instructions, correspondence, and memos
- Strong written and oral communication skills and the ability to explain complex information in an understandable manner to members via phone, face-to-face or by written communication
- Ability to maintain the highest level of confidentiality and integrity
- Bachelor Degree in a business discipline, human resources or human services-related field
- Previous experience with employee benefits administration, or processing union or public retirement pension benefits is preferred

This position is a full-time position which requires all work to be performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight hour work day beginning at approximately 8:30am. Telework, compressed work schedules, or other alternative work arrangements are not available. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally be able to move and/or lift up-to 10 pounds. Employment includes participation in the pension system, along with other generous benefits.

Additional Information

Work Location: 70 West Madison, Suite 1925
Chicago, IL 60602

Compensation: \$60,000 +/- DOQ

How to Apply: Please submit resume and cover letter to:
careers@countypension.com by July 1, 2022

POSITION WILL REMAIN OPEN UNTIL FILLED