



Job Description: Two-Part-times Payee Assistant

The Payee Department performs several functions.

1) Representative Payee for SSDI and/or SSI beneficiaries

The Payee Assistant role and responsibilities:

- Assist payee consumers towards independence in their monthly handling.
- Write and post Quicken and mail consumer's bill payments in their monthly handling.
- Write, post to Quicken and mail when designated rent & payee fee checks.
- Keep accurate payee records, payee check and copies of receipts.
- Assist Consumers as needed and on a daily basis.
- Work directly with Consumers with Mental Health Diagnosis.
- Other duties as assigned by Director

2) Representative Payee for SSDI and/or SSI beneficiaries

The Payee Assistant role and responsibilities:

- Assist payee consumers towards independence in their monthly handling.
- Write and post Quicken and mail consumer's bill payments in their monthly handling.
- Keep accurate payee records, payee check and copies of receipts.
- Assist Consumers as needed and on a daily basis.
- Work directly with Consumers with Mental Health Diagnosis.
- Other duties as assigned by Director

Job Type: Two Part-time Position

Breakthrough House Inc.

403 NW Lyman Road Suite A

Email Resume: [doakes@breakthroughhouse.org](mailto:doakes@breakthroughhouse.org) (785) 232-6807 ext.103