

Job Title	Program Data Entry and Intake Specialist
PVN ID	HO-1509-000753
Category	Managerial and Professional
Location	HOSTOS C. C.
Department	Continuing Education and Workforce Devel
Status	Part Time
Hourly Rate	\$20.00-\$30.00
Hour(s) a Week	20.00-30.00
Closing Date	Nov 23, 2015 (Or Until Filled)

General Description

Hostos Work Incentives Planning and Assistance (WIPA) offers benefits, analysis, ongoing case management, referrals for job training and other services. There is no cost for this service. Certified bilingual benefits counselors help Bronx and Manhattan residents receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) learn how to use Social Security special rules and work incentives so as to allow applicants to maintain their insurance and some or all of their cash benefits.

The Program Data Entry and Intake Specialist will use designated secure laptop and office software package provided by the program sponsor (SSA) to process all clients' requests for WIPA services referred by the program national Call Center.

The Program Data Entry and Intake Specialist will:

- Exercise limited independent judgment

- Respond to customer telephone inquiries about the program

- Conduct initial intake

- Screen callers to determine eligibility to receive WIPA services

- Identifies customers with special needs, responds or refers them to the appropriate staff based on established program guidelines

- Prepare all necessary forms to initiate the process of providing individualized WIPA services to all beneficiaries registering in the program

Other Duties

Provides clerical and administrative support to WIPA program staff and follows established office procedures

Makes initial determination of the priority of services to be delivered to the beneficiary according to the established WIPA guidelines

Prepares and processes paper or electronic documents, maintains files, fills out forms, reviews forms completeness, and enters data in the ETO system.

Prepares mailings, sorts and distributes mail, Assists with planning and implementing events, conferences and program outreach activities

Maintain confidentiality of all work related information in accordance with applicable federal and state privacy laws.

Collect and enter WIPA beneficiary's data in the program national management system, Effort-to-Outcomes (ETO)

Qualifications

Minimum: Associate degree in Human Services or related fields

This position requires background check verification conducted by The Social Security Administration (SSA) Home Land Security, and complete a Community Work Incentives Coordinator Training

Computer proficiency in Microsoft Word Excel and Data entry

Spanish bilingual highly desirable