



Job Title	Work Incentives Coordinator
PVN ID	HO-1810-002774
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Division of Continuing Education
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Dec 15, 2018 (Or Until Filled)

General Description

Using independent judgment in providing social and/or support services of a specialized or technical nature to offer individualized counseling both in person and remotely using web technology to individuals receiving Social Security disability benefits, who are working or pursuing to join the workforce. Assist people with disabilities to successfully enter the workforce and increase their self-sufficiency by providing clear, accurate, and credible information about the impact of work on their benefits and the work incentives available to them as they prepare to work. Provide referrals to other supports, such as employment networks and the state vocational rehabilitation agency. Assisting with problems related to benefits that may arise as the individual begins working. Conduct outreach activities by presenting the program to organizations, agencies serving the target population, including youth in transition.

Other Duties

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.

Qualifications

Key Responsibilities:

1. Conduct assessment interviews and information gathering process to determine individual's eligibility to participate in the WIPA program.
2. Provide direct services by meeting with SSA disability beneficiaries to assess and analyze their benefits,

- employment goal and service requirements;
3. Provide individualized counseling to SSA disability beneficiaries about the impact of work on benefits and the work incentives available to them as they prepare to work.
 4. Assist beneficiaries in planning how to use work incentives to achieve their employment goals and make appropriate follow ups and referrals to other needed services.
 5. Maintain confidentiality of all work related information in accordance with applicable federal and state privacy laws.
 6. Educate and counsel SSDI and SSI beneficiaries about Social Security work incentives and other public benefits, including consumers' rights, responsibilities, and obligations under laws governing federal, state and local public benefits.
 7. Maintains up-to-date working knowledge of each public benefit program's eligibility criteria.
 8. Educate service providers about SSA Disability Programs work incentives.
 9. Collect and maintain data relevant to SSA beneficiaries.
 10. Obtain information and training to remain current in the field and respond to requests for information from the public
 11. Other duties as assigned

Education/Work Experience

Minimum of Bachelor's Degree in Human Services or related field.

Two to three years working in counseling, case management and a knowledge federal and state benefits and public benefits. Knowledge and experience in utilizing electronic technology (Microsoft Word, Excel, use of Internet).

Skills: Public speaking; Proficiency in English written/oral communication; Computation proficiency; Negotiation and Counseling ability; Organizational and Problem Solving Skills; Interpersonal Skills; Self-Initiative and Flexibility; Working knowledge of Microsoft Office.

Bilingual in Spanish preferred

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