

<b>Job Title</b>	Manager/ Community Work Incentive Counselor (CWIC)
<b>PVN ID</b>	HO-2210-005187
<b>Category</b>	Managerial and Professional
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Division of Continuing Education and Wor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$63,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 31, 2023 (Or Until Filled)

## General Description

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We invite you to join our team of professionals who are dedicated to student academic excellence.

### Division Overview

The Division of Continuing Education & Workforce Development (CEWD) at Hostos Community College offers educational, career, and personal development opportunities designed to address the needs of the Bronx and neighboring communities such as Upper Manhattan. We offer non-credit courses and certificate programs.

Work Incentives Planning and Assistance (WIPA) is a national initiative funded by the Social Security Administration (SSA) which provides free in-depth, individualized counseling to SSA beneficiaries with disabilities.

### Position Overview

Under the supervision of the Senior Director of Operations, the Manager will have two roles. They will supervise the Community Work Incentive Counselors (CWIC) and also serve as a CWIC by providing counseling and information on Work Incentives Planning and Assistance (WIPA) to individuals with disabilities who are receiving benefits from SSA. Currently, the program provides counselling to Bronx and Queens beneficiaries.

## Other Duties

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### Primary Responsibilities

- Manage the daily operations of the WIPA program
- Supervise one CWICs, and one part-time Intake Specialist, including monitoring the teams' progress and ensuring they are meeting the program's outcome goals
- Complete intakes, collect and analyze information from beneficiaries with disabilities
- Develop beneficiary activity work plans that promote employment and utilize appropriate work incentives

- Review data with data team and submit reports
- Maintain a list of resources for other programs
- Stay abreast of public benefit regulations
- Organize annual conference and roundtable
- Establish partnerships and conduct outreach presentations
- Communicate effectively with beneficiaries, staff, and members of the Social Security Administration
- Achieve SSA standard metrics and obtain program milestones
- Participate in division-wide and program meetings
- Other duties as assigned

## Qualifications

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### Core Competencies

- Work in a team, as well as independently
- Strong attention to detail
- Able to multitask in a fast-paced environment with deadlines and changing priorities
- Time management and organizational skills
- Use discretion and sound judgment with handling confidential materials
- Strong interpersonal and communication skills

### Qualifications

- Bachelor degree from accredited college, required
- At least one (1) year of supervisory experience
- Prior experience as a CWIC
- Possess strong writing skills
- Ability to meet Federal Security Clearance guidelines for employment required
- Attain CWIC certifications; first certification within three months of hire and remaining certifications within one year, required
- Knowledge of WIPA related programs and services
- Strong working knowledge of Microsoft Office and basic knowledge of MS Teams, Google Drive, and Zoom

This is a grant-funded position and contingent upon availability of grant funds. Continuation of employment depends on funding renewal.