

Job Title	Program Manager/ Community Work Incentive Coordinator (CWIC)
PVN ID	HO-2305-005595
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Division of Continuing Education and Wor
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jul 04, 2023 (Or Until Filled)

General Description

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 program 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 Program Manager will have two roles. The Program Manager/CWIC will manage the daily activities of the program and also serve as a Community Work Incentives Coordinator (CWIC). The Program Manager/CWIC will manage the team and provide counseling and information on the Work Incentives Planning and Assistance (WIPA) Program to individuals with disabilities who are receiving benefits from SSA. Currently, the program services The Bronx and Queens communities.

Other Duties

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

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's degree from an accredited college (*required)
- At least one (1) year of supervisory experience
- 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)
- Prior experience as a CWIC, preferred
- Knowledge of WIPA related services, New York State Medicaid and Medicare, preferred
- Strong working knowledge of Microsoft Office and basic knowledge of MS Teams

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