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<b>Job Title</b>	Community Work Incentive Coordinator (CWIC)
<b>PVN ID</b>	HO-2305-005596
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Division of Continuing Education and Wor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,000.00 - \$42,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 04, 2023 (Or Until Filled)

## General Description

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### 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

The Community Work Incentives Coordinator (CWIC) provides counseling and information on the WIPA program to individuals with disabilities who are receiving benefits from SSA. Currently, the program services The Bronx and Queens communities.

## Other Duties

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- Complete intakes and collect and analyze information from beneficiaries with disabilities
- Develop beneficiary activity work plans that promote employment and utilize appropriate work incentives
- Review data with supervisor and submit updates
- Stay abreast of public benefit regulations
- Communicate effectively with beneficiaries, staff, and members of the Social Security Administration
- Achieve SSA standard metrics and obtain program milestones
- Other duties as assigned

## Qualifications

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## **Core Competencies**

- Ability to 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)
- 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.