



<b>Job Title</b>	Community Work Incentives Coordinator (CWIC)
<b>PVN ID</b>	HO-2310-005940
<b>Category</b>	Research
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Continuing Education and Workforce Devel
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	20.00-25.00
<b>Closing Date</b>	Dec 26, 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. We offer non-credit courses and certificate programs.

### Position Overview

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

The Community Work Incentives Coordinator (CWIC) is primarily responsible for providing benefits counseling to individuals receiving either Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI). The counseling provided is individualized to each person so they know what work supports are available to help them reach their work goal, and the possible effects of work on their cash benefits and health insurance. The ideal candidate for this position will play a central role in helping individuals with disabilities reach their work goal.

## Other Duties

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The CWIC is responsible for the following duties:

- Complete all intakes by collecting and analyzing information about the beneficiaries' benefits, living arrangements and work goals
- Develop beneficiary activity work plans that promote employment and utilize appropriate work incentives
- Conduct data entry and then review data with supervisor and submit updates as needed

- 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

- Capacity to quickly learn and understand complex and technical information
- Superb interpersonal and written communication skills with a keen eye for detail
- Ability to multitask in a fast-paced environment with deadlines and changing priorities
- Working within a team and/or independently to achieve daily, weekly and monthly goals
- Excellent time management and organizational skills
- Effective use of discretion and judgment in handling confidential materials

### 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)
- Bilingual: Fluent in English and Spanish is preferred but not required
- Prior experience as a CWIC is preferred
- Knowledge of WIPA related services, New York State Medicaid and Medicare is 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.