

Position Announcement

CROSSROADS EMPLOYMENT SERVICES Community Work Incentives Coordinator (CWIC)

Essential Job Functions

- Provide accurate information about SSDI and SSI work incentives including the Ticket-to Work initiative
- Develop written benefit analysis plans
- Provide ongoing, comprehensive work incentives monitoring and management assistance to SSDI/SSI beneficiaries
- Develop and monitor work plans that guide return to work efforts/job retention
- Collaborate with Social Security personnel including PASS Cadres and Area Work Incentive Coordinators (AWICs)
- Provide outreach activities to beneficiaries, family members, community partners and providers
- Present workshops promoting work incentives and employment opportunities
- Required travel to multiple California counties

Job and Skill Requirements

- Knowledge of SSDI and SSI work incentives
- Ability to read, understand and apply complex Federal and State regulations
- Four year degree (preferred) or equivalent experience
- Ability to effectively communicate orally and in writing
- Previously demonstrated experience working with persons with disabilities
- Ability to provide excellent customer service and work independently
- Demonstrated computer sufficiency and MS Word and Excel applications
- Knowledge of community resources and ability to provide linkage to employment programs
- Attend staff meetings and trainings as required
- Ability to collect data and maintain paperwork in an accurate and timely manner
- Possession of a valid California driver's license, vehicle insurance and reliable transportation required
- Verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act of 1986
- Passage of a background check to the satisfaction of Agency and Social Security Administration requirements

All applicants must complete an Employment Application and are encouraged to obtain a formal Job

Description at: <http://www.crossroadsdiversified.com/careers.html>

Salary: \$15.00 hour

Position is 32 hours per week with benefits

Bilingual applicants strongly preferred

Persons with disabilities encouraged to apply. EOE

Primary position location: Chico, Yuba/Sutter or Grass Valley

Address: 9300 Tech Center Drive, Suite 100, Sacramento, CA 95826

Attn: Human Resources

Phone: (916) 568-5230 Fax: (916) 568-5159

Final Filing Date: Until Position Filled