

CROSSROADS DIVERSIFIED SERVICES, INC.
CROSSROADS EMPLOYMENT SERVICES

Job Description/Non Exempt

Community Work Incentives Coordinator (CWIC)

Summary of Job

Under the supervision of the Program Manager, the Community Work Incentives Coordinator (CWIC) provides accurate work incentives planning and assistance to SSDI and SSI beneficiaries; collaborates with SSA personnel and provides outreach activities that promote effective use of available work incentives to encourage successful employment outcomes. This position requires extensive travel throughout multiple northern California counties.

Duties and Responsibilities

- Work Incentives Planning and Assistance
- Provide accurate information about SSDI and SSI work incentives including the Ticket to Work initiative.
- Develop accurate and personalized benefits analysis plans demonstrating appropriate work incentives and application of work incentives strategies that promotes employment opportunities.
- Provide ongoing, comprehensive work incentives monitoring and management assistance to SSDI and SSI beneficiaries.
- Maintain ongoing close contact with the Social Security Administration personnel including PASS Cadres and Area Work Incentive Coordinators (AWICs).
- Provide weekly outreach activities to beneficiaries, family members, community partners and providers and work collaboratively with SSA's Program Management for Recruitment and Outreach (PMRO).
- Conduct group presentations regarding Social Security work incentives, job readiness and other employment related topics.
- Develop Work Plans that promote employment, utilization of appropriate work incentives and provide linkages to Career Centers/One Stops, CA Department of Rehabilitation and community employment resources.

Documentation:

- Maintain records regarding clients served according to Crossroad's internal policies and procedures and Social Security Administration requirements.
- Document specific client services provided, including confidential client data, contacts with clients, the Social Security Administration, support systems, and employment programs.
- Track client status and maintain information regarding the number of clients served.
- Complete monthly reports outlining clients served and status toward objectives.
- Keep rosters of outreach activities, group presentations and workshops.
- Complete work plans, conduct regular reviews of client outcomes and modify plans as needed.

General

- Work irregular work schedule as directed.
- Attend in-service training, staff meetings and trainings.
- Perform other duties as directed.
- Job and Skill Requirements
- Education equivalent to a four year degree in social services, psychology or other related field or two years experience providing work incentives planning and assistance.
- Previously demonstrated experience working in the field of employment services, working with persons from diverse backgrounds or persons with barriers to competitive employment.
- Demonstrated ability to communicate effectively.
- Knowledge of community resources and demonstrated ability to utilize these resources effectively.
- Possession of a valid California driver's license and vehicle insurance adequate to the demands of the agency's carrier.
- Ability to travel to multiple California counties.
- Ability to maintain documentation in a concise, accurate and timely fashion.
- Ability to work cooperatively and professionally as a member of a team and with community partners.
- Passage of a background check to the satisfaction of Agency and Social Security Administration requirements.
- Verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act of 1986.

Reviewed and Approved by:

David DeLeonardis
Chief Executive Officer 10/06