



POSITION ANNOUNCEMENT

Date: October 2018

Position: **COMMUNITY WORK INCENTIVES COORDINATOR**

Responsibilities: Obtain and evaluate comprehensive information about a beneficiary including background information, educational background, employment and earnings history, resources, use of federal, state and local benefits, health insurance, work expenses, use of work incentives. Assess documentation collected for accuracy. Analyze documentation to determine the potential impact of employment on benefits. Educate beneficiaries on the potential impacts of employment and the work incentives that are available to help promote employment and self-sufficiency. Maintain communication with Social Security Administration personnel as well as personnel of other state and local agencies. Develop written individualized Benefits Summary and Analysis reports as well as Work Incentives Plans. Enter beneficiary information into National WIPA Database. Deliver follow-along services to help beneficiaries manage their benefits, report income, and access available work incentives.

Qualifications & Education: Bachelor's Degree and/or minimum of two years of experience working with individuals with disabilities. Excellent oral and written communication skills with the ability to explain technical information to a beneficiary in terms they understand based on each individual's learning style. Knowledge of Social Security Disability Benefits and other federal, state, and local work incentives programs. CWIC Certification from VCU and Level 5 Suitability Clearance strongly preferred. Bilingual strongly preferred. Computer literacy and the ability to learn how to use a database. Critical thinking skills with the ability to interpret and analyze information. If not already certified, must pass CWIC Training and certification upon hire. If does not have Level 5 suitability clearance, must be able to pass a federal background check.

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