

Job Posting

Title: Community Work Incentives Coordinator (CWIC)

Reports To: Coordinator of Mid-NY WIPA Project

Status: Non-Exempt, Salaried, Part time

Location: Main Office: Utica; Service Area: Onondaga, Oswego, Cortland, Cayuga

Position Overview: To provide Social Security disability beneficiaries with work incentives planning, assistance and outreach services, enabling them to achieve successful employment outcomes.

Key Responsibilities:

Duties and Responsibilities

- Provide direct services by meeting with SSDI and SSI beneficiaries to assess and analyze their benefits, employment goal and service requirements.
- Educate and counsel SSDI and SSI beneficiaries about Social Security work incentives and other public benefits, including consumers' rights, responsibilities, and obligations under laws governing federal, state and local public benefits.
- Assist beneficiaries in planning how to use work incentives to achieve their employment goals. Make appropriate referrals.
- Within limits defined by Social Security, advocate on behalf of beneficiaries with public benefit sources.
- Conduct outreach efforts including Work Incentive Seminar Events (WISE) in collaboration with SSA's Beneficiary Access and Support Services (BASS) contractor, to beneficiaries with disabilities (and their families) who are potentially eligible to participate in Federal or State work incentives programs.
- Educate service providers about SSA/Disability Programs work incentives.
- Collect, report and maintain data relevant to contracts.
- Obtain information and training to remain current in the field.
- Respond to requests for information from the public.
- Maintain confidentiality of all work related information in accordance with applicable federal and state privacy laws.
- Other duties as assigned.
- Act in a manner consistent with the Independent Living philosophy

Work Experience Requirements: Minimum of three to four years working with individuals with disabilities.

Education Requirements Minimum of an Associates Degree in Human Services or related field. This position requires completion of specialized training and certification sponsored by the Social Security Administration.

Knowledge: Security work incentives, public benefits, ADA, legislation, community services

Skills: public speaking, proficiency in English written/oral communication, computation ability, advocacy, negotiation, counseling. Use of automated equipment/computer systems and general office equipment.

Must have own transportation, and valid driver's license; this position requires travel throughout service areas; And, when deemed necessary for the purpose of attending trainings/conferences, air travel may be required.

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.

If you are interested and qualified, we encourage Internal Candidates to submit a cover letter and resume to [Human Resources](#).

External candidates may apply via our website at www.rcil.com, or by submitting a cover letter and resume to recruiting@rcil.com. You may also send your resume to: RCIL, PO Box 210, Utica, NY 13503-0210, Attention: Human Resources.

RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities are encouraged to apply