

Job Title	SOAR Case Manager
Employer/ Agency	Houston Area Community Services
Job Description	<p>Overview: The SOAR (SSDI/SSI Outreach, Access and Recovery) Case Manager provides support to homeless adults with mental illness, physical disability and/or substance abuse issues for the purpose of expediting the SSDI/SSI and medical benefits application process.</p> <p>The SOAR Case Manager serves as the appointed representative before the Social Security Administration for clients who are homeless and disabled, using the SOAR process for filing disability claims.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Accepts Coordinated Access System referrals as assigned and follows established protocols to enroll clients into the program. • Initiates contact and establishes a working relationship with persons seeking assistance for the purpose of helping them secure SSI/SSDI disability benefits and other mainstream services. • Coordinates visits to medical doctors, psychiatrists, and other specialists to obtain evidence for case. • Accompanies clients to medical, mental health and disability determination meetings, if needed. • Secures appropriate documentation from medical and mental health providers to support applications for SSI/SSDI. • Assures the accuracy, completeness and confidentiality of clinical records. • Files initial applications and/or appeals on behalf of clients, which includes additional interviews with clients, gathering medical records, writing SOAR Medical Summary Reports, and obtaining other evidence for the claim. • Establishes and maintains positive, productive working relationships with community partners, service providers, community resources and the Social Security Administration. • Works collaboratively with the Social Security Administration to assure that disability applications are addressed in a timely and appropriate manner. • Assists homeless persons to apply for all non-cash benefits for which they are eligible. • Maintains complete client records, which includes data input into the Homeless Management Information System (HMIS), daily activity logs, mileage logs, and other reports as directed. • Communicates with others (internally and externally) to provide, exchange, or verify information, answer questions, and address client needs and issues. • Makes referrals to appropriate community resources when applicable.

	<ul style="list-style-type: none"> • Performs other duties as assigned.
Qualifications	<p>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements:</p> <ul style="list-style-type: none"> ▪ A Bachelor’s degree; undergraduate degree in social work, social services or a related field preferred; ▪ Current SOAR Certification preferred; willingness to obtain SOAR Certification required; ▪ Familiarity with the SSI/SSDI application process preferred; ▪ Experience working with people who are experiencing homelessness and/or those with mental health and/or substance abuse issues; ▪ Strong interpersonal skills in working with diverse cultural and ethnic populations; ▪ Ability to work in non-traditional settings and travel to various locations; ▪ Possess at least a cursory knowledge of medical and psychiatric terminology; ▪ Excellent writing skills required; brief-writing and medical summary-writing experience desired; ▪ Bilingual (English/Spanish) desired. <p>Continuing Education and Training Requirements:</p> <ul style="list-style-type: none"> ▪ Participates in trainings required by the agency, funding source(s), and/or as required by licensure if applicable.
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services
Address	2150 W. 18 th St., Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	H. R. Manager
Fax Number	713-526-1422
Email Address	ccole@hacstxs.org
Application Method	Apply online at www.hacstxs.org Click “join our team”
Opening Date	Immediate

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