



## Job Announcement

***To apply:*** Please submit resume, introduction letter and the completed Application Questions (Page 2) to Executive Director at [houstoncil@yahoo.com](mailto:houstoncil@yahoo.com) address the subject line "Work Incentive Coordinator." Only applicants that send all required documents will be considered. This position is open until filled. Thank you.

**POSITION TITLE:** COMMUNITY WORK INCENTIVES COORDINATOR (CWIC)

**STATUS:** Full-time, Exempt, Full Benefits.

**POSITION SUMMARY:** This position is a full-time providing benefits and work incentive consulting and financial education to Social Security beneficiaries on Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

The CWIC provides Work Incentive benefits analysis, planning, and assistance, to individuals with disabilities to help them understand how employment income will increase their financial wellbeing and affect their federal and local benefits. The CWIC works one-on-one (by phone, email and in person) with beneficiary to promote employment by helping them understand SSA and other benefit program rules impact of on earned wages. The HCIL CWIC also will provide financial education and literacy one-on-one and groups to youths and their families to aid them in lessen dependency on government benefits. Some Gulf Coast County travel is required to conduct the above services. The position may require working flexible hours, including some weekends and evenings.

**MINIMUM REQUIREMENTS:** Bachelor's degree in health, social work, social science or a closely related field. Equivalent of 6 years education and experience may also be considered. Ability to complete necessary training and certification. Selected applicants are subject to, and must pass a full background check. Positive attitude about work is a must. Ability to travel throughout some of the Gulf Coast Counties in HHSC Region 6 service area independently.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide work incentives consulting services to support employment goals for SSA beneficiaries with disabilities ages 14 to 64.
2. Documentation: Enter complete and accurate data into the assigned database system. Keeps accurate case notes on service delivery and completes all required documentation and reports.
3. Understand SSA disability benefits and other federal and state benefits/programs, the implication of earned income on those programs, associated work incentives; and communicate the complexity these programs to people with a diverse range of disabilities (physical, sensory and behavior), family members and service providers in a cultural appropriate manner.
4. Understand financial educational materials and be able to present them in a group setting or on a one-to-one basis to people with a diverse range of disabilities (physical, sensory and behavior), family members and service providers in a cultural appropriate manner.
5. Provide health insurance planning and counseling to support employment goals.

6. Provide group presentations to educate beneficiaries and community partners about the work incentives.

**SALARY:** \$35,000 - \$42,000 depending on subject matter knowledge and experience.

**Community Work Incentive Coordinator**

**Application Questions**

**Please answer the following questions in brief paragraph format and return along with your resume and cover letter to Executive Director: [houstoncil@yahoo.com](mailto:houstoncil@yahoo.com)**

1. Describe two major differences between SSI and SSDI Social Security benefits.
2. What is the Trial Work Period and who gets to use it (SSI or SSDI)?
3. What is the 2 for 1 offset work incentive and which program uses it (SSI or SSDI)?
4. List 3 examples of an Impairment Related Work Expense (IRWE)?
5. What is the "Ticket" described in the Ticket to Work and Work Incentives Improvement Act of 1999 (TWWIIA)?
6. What is the "Expedited Reinstatement" work incentive under the Ticket to Work legislation?
7. What change did the Ticket to Work and Work Incentive Improvement Act of 1999 make in the Medicare eligibility for beneficiaries with disabilities who work?
8. What is the 1619(a) and (b) provision for SSI recipients?
9. What does "SGA" mean and what is the current threshold?
10. What is an Employment Network under the Ticket to Work and Work Incentive Improvement Act of 1999?

Open Date: September 7, 2016

Close Date: When suitable applicant hired