

Job Title	Disability Specialist / Case Manager
Employer/ Agency	SEARCH Homeless Services
Job Description	There will be fluid components and changing timelines as new team members may begin more exclusively focused on SOAR outreach activities and then transition to SOAR case management activities as we work our way through clients currently on the wait list here in Houston. The ideal balance between the number of roles focused on helping clients submit applications vs. the number of roles focused on outreach will be changing in different phases of the project. SOAR Outreach efforts will be focused on locating, engaging, and evaluating the current potential of everyone on the community wait list. SOAR Outreach specialists will go into the field routinely to build rapport, complete assessments, and gather necessary information. Clients with compelling cases will be routed to SOAR Case Managers to begin the application process as quickly as possible; clients that are not yet ready to apply will have new opportunities to work intentionally on establishing crucial medical records and compliant care histories with support from us and two key partner agencies. Accompanies clients, as needed, at appointments related to their disability application. Completes initial applications or appeals SSI/SSDI claims with client for non-attorney representation, while maintaining frequent contact with clients to ensure we can locate them as necessary. Summarizes claimant information requested by SSA, DARS, or HHSC that may include requests for medical records and current mental status examinations. Reviews and interprets Social Security Administration determinations to identify trends affecting disability decisions. Completes and enters data for tracking within HMIS system and Excel on a timely basis.
Qualifications	Bachelor's Degree in Social Work or related field strongly preferred. Prior experience with outreach activities / field work preferred. Prior work with people experiencing homelessness, chronic medical and mental health conditions, substance abuse history, and/or dual diagnoses very helpful. Previous experience with the SSI award process ideal.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2015 Congress
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Assistant

Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	LAnderson@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	10/07/2021

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