



COMMUNITY WORK INCENTIVES COORDINATOR (CWIC)

Summary of Position: The Community Work Incentives Coordinator (CWIC) is responsible for providing work incentives planning and assistance to clients who receive Social Security Disability Benefits. The CWIC is responsible for counseling and educating clients about how employment will affect their current benefits (which may include public and private health insurance, federal, state, and local benefits received) so that individuals may make informed choices towards employment and self-sufficiency.

Position Type: This position is full-time, exempt, and reports to the WIPA (Work Incentives Planning and Assistance Program) Project Director.

Essential Functions: To perform this job successfully, an individual must perform each essential duty satisfactorily. The functions listed below represent the knowledge, skills, and ability required for the position.

- Engages clients to be involved with increased employment outcomes by providing work incentive counseling and planning.
- Develops comprehensive documentation of clients existing disability benefits programs including, but not limited to SSA disability programs; SSI income programs; Medicaid; Medicare; Housing programs, and Food stamps and food subsidy programs.
- Ensure clients understand how employment and income will affect their existing and future benefits.
- Ensures clients are aware of and understand the work incentive programs that are available to them.
- Works with clients to identify critical points at which changes will occur that the beneficiary must report and what documentation they will need to make those reports
- Maintains case files, case notes, and documentation required by SSA and VOA Illinois utilizing approved encrypted technology.
- Continues education on all local, state, and federal benefits and policies that effect beneficiaries.
- Delivers services with sensitivity to the individuals' cultural and socioeconomic characteristics and engages individuals with respect and integrity.
- Represents the interests of the agency, the program, and the program participants in all activities.
- Invests in creating and supporting a healthy and prosperous workplace culture.
- Upholds the mission and values of VOA Illinois.

Other Duties: As assigned by the supervisor

Work Environment: This position operates in a mixed setting. Part-time will be spent in a professional office setting in Chicago. Part-time will be spent located in an approved remote/home office. Remote positions require a private, quiet space and the ability to access reliable internet. Must also have the ability to lock the remote workspace to protect clients' protected personal identification information. This position will require 40 hours a week on average and will be variable and intermittent. Includes occasional weekend and evening hours as assigned.

Physical Demands: Physical demands are part of the essential functions of the position. The individual must be able to remain in a stationary place throughout the workday, operate a computer and other office productivity machinery, frequently communicate with clients and employees of VOA of IL, and others involved in the care and custody of clients.

Qualifications:

- Three years of experience serving individuals who are experiencing disabilities.
- Demonstrated experience providing person-centered, trauma-informed interventions to clients experiencing low income.
- Ability to communicate effectively and maintain good relations with clients.
- Excellent communication, writing, problem-solving, and organization skills.
- Individuals must be a valid Illinois' driver's license or state ID.
- Proficient in Microsoft Office, especially spreadsheets, database, and reporting tools.

Education and Experience:

1. Bachelor's or Master's in mental health counseling, social work, psychology, nursing, counseling or another related field.
2. Must either have or immediately obtain a Community Work Incentives Coordinator certification.
3. A minimum of 3 years of relevant experience serving individuals experiencing a disability.

Volunteers of America of Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Reasonable accommodations are available and will be provided to qualified applicants and employees with disabilities. Generally, the individual with a disability must inform VOA of IL that an accommodation is needed.

Job Type: Full-Time