



WORK INCENTIVES PLANNING AND ASSISTANT PROGRAM DIRECTOR

Summary of Position: Responsible for providing supervision of all WIPA (**Work Incentives Planning and Assistance Program**) staff and management of the WIPA Project, outreach efforts, coordination with referral sources, and collection/submission of project data.

Position Type: This position is full-time and reports to the Vice President of Community Based Care and is remote.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and remotely. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manages, supervises and oversees the daily functions of the WIPA program and the CWIC (Community Work Incentives Coordinator) staff.
- Coordinates all outreach efforts and communicates with referral sources.
- Assigns all referrals in a timely manner to CWIC staff.
- Be educated on all local, state, and federal benefits and policies that effect beneficiaries.
- Collects program data, completes and submits reports to federal grant source.
- Provides benefits counseling to incoming referred clients as needed.
- 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 successful workplace culture.
- Upholds the mission and values of VOA of IL.

Other Duties: As assigned by the supervisor.

Work Environment: This position operates remotely, in a professional office environment. 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 position 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. The individual must be able to move, traverse and travel in the community in a vehicle, assist clients in and out of a vehicle, and transport clients in the community.

Education and Experience:

1. This position prefers a Bachelor's or Master's degree in Social work related fields but not required.
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.
4. A minimum of 2 years' leadership/supervisory experience.

Qualifications:

- This position is contingent on passing a level 2/Social Security Administration background check.
- Experience in service management, including organizing, problem solving, and advocating.
- 3 years of experience serving individuals experiencing disabilities.
- Demonstrated experience providing person-centered, trauma-informed interventions to clients experiencing low income.
- Demonstrated success in project management and leadership.
- Demonstrated experience in supervisory positions.
- Ability to communicate effectively and maintain good relations with clients and employees.
- Excellent communication, writing, problem solving, and organization skills.
- Individual must be a valid driver in the State of IL, which includes having a current driver's license in good standing, access to a safe and reliable vehicle during all work hours, and have adequate and current vehicle insurance.
- Proficient in Microsoft Office, especially spreadsheets, database and reporting tools.

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