

Community Work Incentives Coordinator/BENEFITS PLANNER (40 hours/week)

Company Name: Disability Rights Iowa (“DRI”) (www.driowa.org)

Job Title: Community Work Incentives Coordinator

Location: Disability Rights Iowa,
666 Walnut St., Suite 1440
Des Moines, IA 50309

Opening Date: July 1, 2021

Closing Date: August 1, 2021

Job Type: Remote or in-person - some travel required

*For this position it is required to reside in the service area

Pay Range: Up to \$49,000 based on experience

Benefits: DRI offers a comprehensive benefit plan for eligible employees. Benefits include health insurance, dental insurance, basic life, short-term and long-term disability insurance, a 403(b) retirement plan, and flexible spending accounts. Flexible spending accounts feature reimbursement for both medical and dependent care.

Time-off: DRI offers a generous holiday time off, paid sick time and vacation accrual package to full-time employees.

Agency Description: Disability Rights Iowa (DRI) is a well-established innovative, non-profit, legally-based organization dedicated to advancing the rights of Iowans with disabilities, including individuals with mental illness. DRI is the federally-mandated protection and advocacy agency for individuals with disabilities in Iowa. Disability Rights Iowa works to achieve fairness and justice for people with disabilities through quality legal representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, legislative and regulatory advocacy work, education and outreach. DRI’s legal work includes individual and impact litigation. For more information, go to www.driowa.org.

Program Description: DRI receives funds from the Social Security Administration (SSA) to operate the Work Incentive Planning and Assistance (WIPA) project. WIPA projects are community-based organizations that provide counseling and support to disabled beneficiaries of the Social Security and Supplemental Security Income (SSI) programs. The purpose of the

program is to support beneficiaries who want to return to work to make a successful and profitable transition to the workforce. Beneficiaries who continue to work improve their economic independence and financial security. The WIPA project helps beneficiaries take advantage of SSA's work incentives programs, which may delay or reduce the effect of work on monetary benefits and health insurance. Additionally, WIPA projects act as repositories for information about other work incentives, benefits counseling services and other resources that may help beneficiaries succeed in their work attempts, or may assist beneficiaries to improve financial stability as they return to work.

Community Work Incentives Coordinator (CWIC) Position: CWICs provide beneficiaries who are working or actively seeking employment or self-employment with targeted, comprehensive, and intensive services with a large percentage of those services offered to beneficiaries via distance-based delivery. CWICs provide information about work incentives and related employment issues and prepare accurate and detailed reports regarding a beneficiary's status. This includes helping beneficiaries understand and use programs that support entry into the workforce, including the Social Security Ticket to Work and PASS. CWICs refer beneficiaries to Federal, State or local work incentives programs or services supporting return-to-work. CWICs also develop relationships with service providers and public agencies within the service area in order to inform these providers about WIPA services. CWICs also spend a small percentage of their time on outreach.

Job Responsibilities:

1. Provides targeted, comprehensive and intensive benefits planning services to beneficiaries who are working or actively seeking employment or self-employment.
2. Prepares benefits summaries and analyses using SSA technologies.
3. Works remotely.
4. Participates in staff meetings as required.
5. Provides information and referral assistance to callers when issue and/or caller are not eligible for full intake.
6. CWICs must obtain a favorable level five security determination from SSA prior to working directly with beneficiaries. DRI will assist in obtaining this clearance.
7. Use Microsoft Office software on a personal computer.
8. Other duties, as assigned.

Minimum Qualifications: (Applicants must meet each of the qualifications to be considered for an interview)

1. Ability to obtain level five suitability by SSA or its agents to provide CWIC services to beneficiaries;
2. Associate's or Bachelor's degree preferred in Social Work, Education, Psychology, Rehabilitation Counseling, Disability Studies or another related field of study; OR a minimum of 3-years previous experience working with people with disabilities and/or mental illness;
3. Ability to obtain Virginia Commonwealth University (VCU) SSA recognized training within 6 months of hire;

4. Strong and effective writing and verbal communication skills, including the ability to do so in a concise manner, even when doing so regarding complex issues;
5. Strong organizational skills;
6. Experience in public speaking and developing effective presentations;
7. Excellent interpersonal , relationship-building and collaboration skills to be able to work with others inside and outside of the organization
8. Ability to analyze complex problems and develop creative solutions;
9. Ability to conceptualize and develop initial and ongoing case strategies;
10. Ability to maintain thorough and complete electronic records; and
11. Ability to work independently with appropriate supervision.

Desirable Qualifications:

1. Experience with or sensitivity to individuals with disabilities and/or mental illness;
2. Experience with or sensitivity to individuals from ethnic or language-distinct communities; and
3. Knowledge of laws, rights and services as they pertain to individuals with disabilities and/or mental illness.

How to Apply:

E-mail cover letter and, resume to:

Katie Vande Vorde, Operations Manager, Disability Rights Iowa kvandevorde@driowa.org.

No phone calls please.

Disability Rights Iowa is an Equal Opportunities Employer. Disability Rights Iowa values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply.

DRI is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees. Applicants interested in seeking reasonable accommodations for the application process please contact the Operations Manager by email at kvandevorde@driowa.org