



Atlantis Community, Inc.

Position Posting

Job Title Community Partner Work Incentives Coordinator

FSLA Status – Exempt
Annual Salary - \$43,000

Summary

Atlantis Community, Inc. has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to control their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

This position exists to provide work incentives planning, assistance and outreach services to Social Security beneficiaries with disabilities who want to return to work. The goal of this position is to assist people with disabilities to successfully enter the workforce and increase their self-sufficiency by providing clear, accurate, and credible information about the impact of work on benefits; providing access to work incentives; providing referrals to other supports such as employment networks and the state vocational rehabilitation program; and assisting with problems related to benefits that may arise as the individual begins working. This work requires advanced professional skills and knowledge of all government benefit programs.

Essential Duties and Responsibilities

- Learn about and demonstrate the ability to use all resources available for work incentives planning and assistance
- Provide individualized work incentives planning and assistance services
- Provide specialized information and referral services
- Through assessment and interviews identify information and services needed by the beneficiary
- Ensure appropriate information or services are provided using all available resource materials
- Makes referrals as needed to appropriate government agencies, to employment networks, vocational rehabilitation services, community agencies, etc.
- Keeps written documentation of information and referral contact
- Provides problem solving and advocacy services
- Researches complex issues or questions and demonstrates complex problem solving skills
- Intervenes directly on person's behalf by talking with benefit program personnel, providers or others involved in problem area
- Assists consumers with understanding benefits paperwork

- Maintains data related to services provided and analyzes data to recommend policy and programmatic decisions
- Analyzes the impact of specific work situations on the individual's benefits using examples to illustrate critical earning points and any changes in benefits
- Analyzes individual's financial situation before and after the addition or the loss of earned income
- Ensures the individual is using all the work incentives available to them
- Provides a written summary of the benefits analysis to the consumer and other involved parties
- Facilitates a meeting with the consumer and other involved parties to verbally review the benefits analysis results, to explain suggestions, and to answer questions
- Provides written benefits management or work incentive plan
- Maintains up-to-date working knowledge of each public benefit program
- Develops and maintains contact with public and private sector individuals and/or groups to promote the effective coordination of services utilizing work incentives.
- Identifies, creates, and organizes internal and external resource materials
- Provides outreach about work incentives, the Ticket to Work program and other benefit issues to interested parties
- Conducts targeted outreach to diverse populations, including youth in transition as assigned
- Demonstrate a commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, individual and systems advocacy
- Perform other duties as assigned

Qualifications

- Clear and concise verbal and written communication skills
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships
- Ability to problem solve with creative and individualized approaches
- Must be able to work under high-stress situations
- Analytical thinking and creative problem-solving skills
- Knowledge of basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively

Education and/or Experience

- Have a current CPWIC certification and meet necessary ongoing training requirements, or successfully complete CPWIC training and certification provided by the Virginia Commonwealth University National Training Center and Part I and Part II of the competency based assessments within six months of hire.
- Bachelor's Degree in a related field or four years of related work experience



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- Former beneficiaries may substitute up to two years of full-time work for the education requirement if they can demonstrate that they used SSA work incentives to successfully gain employment

Physical Demands

Must be able to travel occasionally

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. People with disabilities may request reasonable accommodations to perform the essential functions.

Compensation/Benefits

Benefits include medical, dental, vision, and paid time off

Important Notes

- This position is Full-Time (40 hours a week), fully benefited position
- Hours are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by Friday July 6, 2018. People with disabilities are encouraged to apply. Please include the position title in the subject line.