



**Position Title:** Community Work Incentives Coordinator

**Location:** Carson—on site w/HPC

**Hours:** 32 hours a week

**Pay Rate:** \$23,296 Yearly Salary

**Duties and Responsibilities:** The Community Work Incentives Coordinator responsibilities include providing work incentives planning and assistance directly to beneficiaries with disabilities to assist them in their employment efforts; and conduct outreach efforts in collaborations with SSA's Program Manager for Recruitment and Outreach (PMRO) contractor to beneficiaries with disabilities and their families who are potentially eligible to participate in Federal or State work incentives programs. CWIC's will also screen and refer beneficiaries with disabilities to the appropriate Employment Networks (EN's) based on the beneficiary's expressed needs and types of impairments. Duties will also entail presenting information on the adequacy of health benefits coverage that may be offered by an employer of a beneficiary with disabilities; the extent to which other health benefits coverage may be available to that beneficiary in coordination with Medicare and /or Medicaid; and the availability of protection and advocacy services for beneficiaries with disabilities and how to access such services.

**Minimum Requirements:** The successful candidate must possess a Bachelor's Degree from a granting institution accredited by the Western Association of Schools and Colleges or possess a combination of education and experience. 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. The candidate must demonstrate a successful completion of required SSA sponsored work incentives training or shall complete said training within 3 months.

**Knowledge, Skills and Abilities:** The Community Work Incentives Coordinator shall possess basic computer skills, math skills, with an emphasis on problem solving, deductive ability with analytical thinking and creative problem solving, and demonstrate the ability at linking individual's with disabilities with employment opportunities. CWIC's are required to be proficient in the knowledge of all public benefits programs, basic operation and inter-relationships among the programs, specifically in terms of their impact upon employment and understand SSA field office structure and how to work with various SSA work incentives specialist e.g., Area Work Incentives Coordinators (AWIC's), Plan to Achieve SELF Support (PASS) Specialist, WORK Incentives Liaisons (WIL's); and knowledge of ethics (e.g., confidentiality, conflict of interest).

**EMAIL RESUMES:** [cbrimmer@hpcemployment.org](mailto:cbrimmer@hpcemployment.org) /Ask for Chanelle  
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