



JOB ANNOUNCEMENT

POSITION TITLE: Employment Network Coordinator
STATUS: **Part-time Remote Position**

POSITION SUMMARY: WorkSource East Central GA is looking for a Coordinator/Job Developer for the Ticket to Work Program administered by the Social Security Administration. Provide benefits counseling and vocational services. Increase social security beneficiaries' knowledge, understanding, and the use of the many work incentives and their informed decision making. Promote positive employment outcomes and self-sufficiency.

REQUIREMENTS:

Preferred Qualifications: Current Community Work Incentives Coordinators Certification from and/or current Vocational Rehabilitation Counseling Certification. Maintain security clearance through the Social Security Administration (SSA)/ Department of Homeland Security.

Minimum Qualifications: Good communication, 15 years professional work experience with adults with disabilities. Secure SSA security clearance required.

Other Requirements: Proficiency in Microsoft Word. Secure internet access and the availability of a secure workspace, free of background noises and interruptions. Excellent verbal and written communication skills via the telephone, video conferencing and other electronic devices.

DUTIES AND RESPONSIBILITIES:

1. Provide work incentive counseling and financial education to Social Security beneficiaries in support of employment goals and financial independence.
2. Support participants with their reporting of earnings to the Social Security Administration (SSA) and other agencies.
3. Enter complete and accurate data into the assigned database system. Keeps accurate case notes on service delivery and complete all required documentation and reports.
4. Possess considerable knowledge and understanding of SSA disability benefits and other federal and state benefits/programs; the implication of earned income on those programs, associated work incentives; and communicate the complexity of these programs to people with a diverse range of disabilities (physical, sensory and behavior), family members and/or service providers in a culturally appropriate manner.
5. Knowledge of Employment Networks (ENs) and the Ticket to Work Program
6. Use computer skills and knowledge to provide services and interact with others remotely.
7. Referrals to other community resources and agencies.
8. Ensure confidentiality of all information received.

HOURLY RATE: Commensurate with subject matter knowledge and experience.

HOW TO APPLY: Submit resume and cover letter to hr@ecgwdc.org