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Position:

SOAR Benefits Specialist with the Chattanooga Regional Homeless Coalition (CRHC)

Position Description

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that helps individuals experiencing or at-risk for homelessness who have mental illness and/or a co-occurring substance use disorder or other medical impairments apply for Social Security disability benefits. This is an AmeriCorp position.

What is AmeriCorps?

We recognize that people can serve their country in a multitude of ways, including military and civilian service. We value each and every way an individual is called to serve. AmeriCorps engages more than 75,000 men and women in intensive service each year through more than 15,000 non-profits, schools, public agencies, and community and faith based groups across the country. AmeriCorps members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational and life experience that has a lasting impact on the members and the communities they serve.

Responsibilities

Initial eligibility intake to gather information to complete SSI/SSDI application

Assist clients in the navigation of benefits application and process

Correspond with medical providers

Request and collect medical evidence for client cases to complete SSI/SSDI applications

Assist with affidavit of indigence

Consolidating and combining files for claims

Work with the referral sources and community partners to identify candidates through team meetings, outreaches, and referrals

Initiate paperwork with consumers as referred to program by filing initial documentation of representation with SSA office

Write SOAR Medical Summary Reports for consumer applications

Accompany consumers to appointments at the Social Security Administration



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Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for case

Coordinate case management services with partners and help with providing case management services to consumers when needed

Assist the team with tasks as needed, such as returning calls from the Homeless Helpline.

Skill Requirements

The ideal candidate will have strong communication skills, work well with clients from diverse backgrounds, approach the issues each client brings with compassion and non-judgement, possess strong interpersonal skills, be adaptable to work effectively in resource-constrained environments, and work well under pressure to resolve conflicts.

Reliable transportation and a valid driver's license will be needed to travel throughout the 11 county service area.

Physical demands needed for the position that the applicant should consider before applying include the occasional lifting of up to 50 lbs., the ability to move safely over uneven terrain, the ability to work in extreme weather conditions and the ability be on one's feet for several hours for outreach activities.

A strong candidate will have excellent writing skills.

Work Schedule & Benefits

Full-Time positions require 1700 hours to be completed over a year-long service term, serving an average of 37.5 to 40 hours per week. A living stipend in the amount of \$21,000.00 is provided, it is taxed and distributed in payments every two weeks during the service term. The same benefits available to full-time employees are available to full-time members. A Segal educational award in the amount of \$6,095 is granted when the member completes all required hours.

To learn more about CRHC visit our website at homelesscoalition.org

Email your resume to Wendy Winters at wwinters@homelesscoalition.org