

APALACHEE CENTER, INC.
POSITION DESCRIPTION
Last Revised 02/19/2016

Incumbent's Name:		Employment Status:	Regular/Full-Time
Job Title:	SOAR specialist	Reports To:	Program Supervisor
Classification:	Non-Exempt	Supervises:	N/A

Mission Statement:

It is the mission of Apalachee Center, Inc. to empower persons to improve the quality of life for themselves and their families through the provision of quality behavioral health care with unrelenting attention to clinical excellence and safety.

JOB SUMMARY:

Provide support and resources through SSI/SSDI Outreach, Access, and Recovery (SOAR) process to help people successfully obtain SSI/SSDI.

ESSENTIAL/CORE JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

1. Complete SOAR training within two weeks from date of hire
2. Work with the referral sources and community partners to accurately identify candidates through team meetings, outreaches, and referrals.
3. Completes the SOAR process accurately: Utilize SOAR checklist to review the list of documentation that must be submitted (etc, SSA-8000, SSA-827s, SSA-1696, SSA-3369, SSA-4814, i3368), Review all the records for any missing information or the need for further explanation to accurately complete the SOAR process, submit entire application packet to SSA within 60 days of protective filing date
4. Process 25 to 40 applications per fiscal year (average minimum of 2 per month)
5. Keep track of data by utilizing the online SOAR OAT tracking system
6. Responsible for scheduling client interviews and appointments for follow up in community/home/office within 2 days of referral

OTHER JOB-SPECIFIC:

1. Referral Process-coordinate with CCSTP teams to identify appropriate SOAR candidates having the potential applicant complete a "SOAR Project Consent for Release of Information"
2. Get protective filing date paper work submitted by filing representative form within 2 days of interview of client (?)
3. Complete interviews with client to gather information needed to complete SOAR process
4. Gather any collateral or other relevant information (i.e. medical record) from SOAR provider's agency and other providers
5. Coordinate/accompany clients to appointments in relation to SOAR process
6. Write medical summary report for client's application
7. Works closely with all parties (i.e. staff, clients, SSA) to maintain communication/contact.

8. Provide Outreach including street outreach to assess identify individuals for SOAR eligibility. Also provide ongoing training to other agencies in the community to enhance and assist their SOAR understanding and knowledge
9. Participate in staff organizational meetings, both clinical and administrative.
10. Maintains knowledge of current information of SSI/SSDI and SOAR.