



**HEADING  
HOME**

## **SEEKING CONTRACTOR: SOAR SPECIALIST**

**Position Summary:** Heading Home seeks experienced, organized, and committed Contractor to work on a contract basis as a SOAR Specialist. Contractors will use the SSI/SSDI Outreach, Access, and Recovery (SOAR) model and critical components to assist clients

experiencing or at risk of experiencing homelessness who are identified as being in need of connection to disability benefits. Identified clients will be assigned by the HH SOAR Coordinator. Contractors will report to the Heading Home SOAR Coordinator. As this is a semi-remote, contracted position, an ideal contractor can work under minimal supervision and is self-motivated.

### **Hours + Pay**

15-35 hours per week, \$25 per hour

**To Apply:** Please send your Resume and two references to **Laura “Bug” Carlson, SOAR Program Director, at [laurac@headinghome.org](mailto:laurac@headinghome.org)**. If you have experience completing SOAR applications, please provide a redacted Medical Summary Report or the sample MSR from your practice case.

### **DUTIES + RESPONSIBILITIES**

- Complete initial applications using SOAR critical components
- Complete interviews with individuals to gather information to complete SSI/SSDI applications
- Gather medical records and other information to complete applications
- Write SOAR Medical Summary Reports for individual applications
- Coordinate with applicant’s case managers for visits with medical doctors, psychiatrists, and other specialists to obtain evidence for application
- Assist the team with tasks such as Work History Reports, Function reports as needed

- Complete Reconsideration applications using the SOAR Appeal Toolkit when/if appropriate for clients of Heading Home.
- Communicate updates and issues that arise with HH SOAR Coordinator
- Track and record your progress and present regular updates to supervisors and clients
- Track SOAR Application results in Outcomes Application Tracking
- Uphold the highest level of respect and confidentiality.

## **REQUIREMENTS + QUALIFICATIONS**

- Successful completion of the SOAR Online Course Curriculum (Adult) or the ability to complete the online training course asap.
- Excellent verbal and written communication skills
- Ability to analyze extensive data and create written reports with accuracy and brevity
- Self starter with ability to prioritize multiple tasks and meet frequent deadlines - Superior organizational skills and attention to detail
- Empathy and passion for assisting underserved populations, particularly those experiencing significant mental illness, particularly substance use disorder.
- This is a remote position that requires access to sufficient computer hardware and internet connection.
- Proficiency in Google and Adobe Acrobat Reader

## **HELPFUL EXPERIENCE:**

- A Bachelor's degree in a related field or evidence of training and education in related areas such as mental illness, substance abuse, and/or homelessness  
*or*
- Lived experience of homelessness and/or mental illness  
*or*
- Professional experience of working with unsheltered individuals or other vulnerable populations
- Cursory knowledge of medical and psychiatric terminology
- Experience with vulnerable and/or veteran populations or Veterans Affairs