



## **POSITION DESCRIPTION**

**JOB TITLE:** SSI/SSDI Outreach, Access, and Recovery (SOAR) Specialist  
**JOB TYPE:** Full-time, At-Will, Salaried (Essential Position)  
**REPORTS TO:** Projects Manager  
**LOCATION:** 14 Kennedy Street, NW  
**SALARY:** \$80,000 - \$90,000

### **POSITION SUMMARY:**

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that helps individuals experiencing or at risk of homelessness who have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder apply for Social Security disability benefits. The primary responsibility of this position is to assist clients in the application process for SSI/SSDI using the SOAR process. The SOAR Specialist is responsible for assessing clients' eligibility for SOAR services, collecting and summarizing disability documentation, and submitting final applications on behalf of clients. The SOAR Specialist is a source of support and will implement best practices which dramatically expedite the SSI/SSDI application process and reduce the disability determination period for clients. The SOAR Specialist understands that the District of Columbia operates a Housing First model, and that every client's experience with homelessness should be rare, brief, and non-recurring.

### **ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:**

- Assist with the SSI and/or SSDI application process.
- Work with referral sources and community partners to identify applicants through team meetings, outreach, and referrals.
- Complete interviews with individuals to gather information to complete SSI/SSDI applications.
- Gather medical records and other information to complete SSI/SSDI applications.
- Write SOAR Medical Summary Reports for individual applications.
- Accompany individuals to appointments at the Social Security Administration office.
- Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for the application.
- Coordinate housing-focused case management services with partners and help provide housing-focused case management services to individuals when needed.
- Assist the team with administrative tasks as needed.
- Other duties assigned as deemed appropriate.

### **MANDATORY REQUIRMENTS:**

Must be SOAR certified as determined by SOAR Works – Substance Abuse and Mental Health Services Administration (SAMHSA). Must provide Certificate of Completion acknowledging successful completion of both SOAR Online Courses:

- Adult Curriculum
- Child Curriculum

## **EDUCATION OR EXPERIENCE**

- Associate's degree or two years of college. In lieu of the education requirement, the SOAR Specialist shall have a minimum of two years of experience with homeless services programs or provision of social services.
- Bilingual in English and Spanish a plus.

## **REQUIRED SKILLS AND ABILITIES:**

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint, specifically Excel and Access, and proficiency with data input.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- Experience in facilitating meetings for a variety of audiences, including but not limited to clients, case managers, managerial staff and organizational leadership;
- Experience in collaborating with multiple governmental, nonprofit and private agencies and service providers to coordinate care, make clinical decisions, and facilitate next steps for individuals experiencing homelessness;
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time, with a full calendar of meetings.
- Ability to critically think and problem solve on both specific projects and larger systemic instances.
- Ability to conduct self-directed work and/or function as a part of a team.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Exhibit manual dexterity to dial a telephone, operate a computer keyboard and handle paper documents
- Ability to enter data and/or information into a computer
- Ability to understand written and/or oral instructions
- Ability to read a computer screen and printed materials with or without vision aids
- Physical ability to bend, stoop, climb stairs and reach overhead
- Prolonged periods of sitting at a desk and working on a computer

### **Reasonable Accommodation(s)**

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

### **At-Will Employer**

The Community Partnership is an at-will employer. Job Descriptions are not intended and do not create employment contracts. Employees can be terminated for any reason at any time not prohibited by law.