COHHIO Seeks SOAR Ohio Training and Technical Assistance Coordinator

The Coalition on Homelessness and Housing in Ohio is seeking a full-time, self-motivated, experienced individual to provide coordination of T&TA for SOAR Ohio program needs. This position will assist agencies and staff who are working with anyone experiencing homelessness, at risk of becoming homeless and/or preparing to exit institutions and living with mental illness and/or physical, developmental and intellectual disabilities to successfully apply for SSI/SSDI using the SOAR model. The position is located in Columbus, OH but COHHIO will be flexible about location for the first year.

The SOAR Ohio T&TA Coordinator will:

- Attend all National, Social Security and Ohio-specific trainings and certifications related to SOAR.
- Work with the professional staff and agencies to provide Training and Technical Assistance to successfully complete detailed SSI/SSDI application using the SOAR methodology and T&TA for the SOAR providers throughout Ohio to better serve vulnerable populations.
- Provide agencies, case managers and individuals with guidance in the navigation of and applying for benefits for which they are eligible.
- Document, track and report all data for all calls, emails and referral requests in excel database for quarterly reports.
- Remain aware of all deadlines and submit documentation to the appropriate individuals in a timely manner.
- Maintain a professional standard, confidentiality and adhere to COHHIO’s policies and procedures as well as the SOAR Ohio Project agreements and standards.
- Conduct outreach and inform communities of the services being provided throughout Ohio with SOAR participation.
- Ability to do both in public and virtual meetings and trainings.
- Other duties as assigned by the SOAR Ohio and HNHF Director.

Qualifications:

- Commitment to improving the housing situation of people with low-income and experiencing homelessness in Ohio.
- Completion of an undergraduate degree in Social Work, Human Services, Public Health, Social Science, Health or closely related field and one-year experience assisting individuals who are homeless and living with a physical, mental, developmental or intellectual disability with applying for Social Security and other public benefits.
  OR
  Three years’ experience assisting individuals who are homeless and living with a physical, mental, developmental or intellectual disability with applying for Social Security and other public benefits.
- Must have the ability to easily learn and use various computer software programs and platforms, with assistance if needed.
- Must have a professional attitude and the ability to meet deadlines, work effectively in stressful situations, think critically, and demonstrate a high level of organizational skills.
• Must be able to work independently and as part of a team.
• Experience with descriptive/clinical writing and technical writing.
• Sufficiently mobile and flexible to travel up to a several days a week within Franklin County and surrounding areas

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome a diverse range of backgrounds and experiences. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Salary ranges from $40,000-$50,000 based on experience. COHHIO also offers a generous benefits package.

Applying for this position
1. Sent via email to amylamerson@cohrio.org
2. Subject line should read: SOAR Ohio Coordinator
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

COHHIO posted this position May 20, 2021 and will accept applications until the position is filled.