



Certified Community Partner Work Incentives Counselor

This is a **part-time, contract position** working up to 20 hours per week to start following the completion of a required suitability clearance. The position involves the delivery of detailed work incentives counseling and case management services, which will be provided virtually at a location of your choice.

Overall Responsibilities:

As part of the Ticketholder's employment support team:

1. Demonstrate knowledge of current SSA efforts to promote employment and increase self-sufficiency for disability beneficiaries, including the Ticket-to-Work and Self-Sufficiency Program.
2. Address the ongoing work incentive counseling needs of Ticketholders and promote positive work outcomes at all stages of the employment process.
3. Assist Ticketholders in understanding other public benefits supports as well as how to utilize work incentives and other tools in achieving self-sufficiency through work.
4. Provide proper documentation of services, including case noting and creating benefit summary reports for Ticketholders.
5. Deliver integrated services that are sensitive to individual needs, such as disability, language, or culture.
6. Monitor the quality of services provided to Ticketholders and make ongoing recommendations for improvement, if needed.

Required Skills:

- Certified Community Partner Work Incentives Counselor with at least 6 months experience providing case management services, preferably in a workforce development setting
- Knowledge of disability-related issues and/or client needs
- Excellent written and verbal communication skills, including spelling and grammar
- Proficiency using Microsoft Office Suite, including Access
- Typing skills of at least 40wpm and experience navigating and researching on the Internet
- Knowledge of Ticket to Work Program requirements is desired



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Work Incentives Counselor**

This is a virtual independent contractor position. To work virtually, you will also need access to:

- A computer with Internet
- Latest Microsoft Office software, including Access
- Fax/scanner
- Telephone service, with long distance

Hours Worked: 20 hours per week to start, pending required suitability clearance

Rate of Pay: Negotiable, based on experience