



Disability Rights Louisiana is seeking to hire a full-time Community Work Incentive Coordinator (CWIC). Candidates must have current SSA suitability clearance and certification as a CWIC. Remote applicants are encouraged to apply.

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WIPA Community Work Incentive Coordinator (CWIC) Job Posting

Disability Rights Louisiana (DRLA) Background

DRLA is the designated non-profit Protection and Advocacy agency providing free legal and advocacy services to people with disabilities throughout the state. DRLA protects, empowers, and advocates for the human and legal rights of people with disabilities living in Louisiana, in order that they may live an integrated life in the community, free from abuse, neglect and exploitation.

Program Description

DRLA's WIPA program provides free assistance to beneficiaries of Social Security disability benefits who are working or want to work and live in one of the sixty counties in Texas that DRLA's WIPA program serves. DRLA's WIPA program provides comprehensive benefits counseling and work incentives planning to help beneficiaries make informed decisions and understand how earnings from work may affect their benefits.

Essential Functions

A CWIC will:

- Provide comprehensive, proactive guidance to beneficiaries so that they may anticipate and plan for changes in their benefits;
- Facilitate use of and access to available Federal, State, and local work incentives;
- Research applicable regulations to determine applicability in individual cases;
- Identify opportunities to use Plans to Achieve Self-Support (PASS) and assist beneficiaries to complete and submit PASS applications;
- Encourage document retention, support accurate and timely reporting, and connect beneficiaries to other supports they need to successfully transition to employment;
- Have a thorough understanding of all Virginia Commonwealth University NTDC training materials and complete annual continuing certification credits;
- Protect beneficiary Personally Identifiable Information (PII);

- Meet program performance measures as outlined in the program's Terms and Conditions set by the Social Security Administration;
- Carry out comprehensive data collection, tracking, follow up, and reporting;
- Maintain Social Security Administration suitability;
- Attend all scheduled meetings and trainings;
- Fulfill other duties as assigned.

Requirements

- Excellent organizational, analytical, and problem-solving abilities, attention to detail, and ability to handle multiple priorities.
- Excellent verbal and written communication skills with diverse audiences.
- Basic math skills and ability to interpret federal, state, and local laws, regulations and policies.
- Computer proficiency; specifically, the applicant must be proficient in use of Gmail and Google applications, Word Processing, Excel, PowerPoint, web browsing, report writing software, and must learn to use the agency's timekeeping, and phone/voicemail/video conferencing.
- Adherence to policies and procedures as delineated in the DRLA Policies and Procedures Manuals.

Preferred Qualifications:

- Current Social Security Tier-2 suitability clearance.
- Current certification as a CWIC.
- Lived experience with disability.
- Bilingual Spanish/English

An official job description is available upon request.

Salary Range

The starting salary may range from \$42,000 - \$46,000 depending on experience and current CWIC certification.

Benefits and Compensation

DRLA offers a competitive benefits package including:

- Health insurance (100% agency paid for employee' coverage only)
- Dental insurance
- Vision insurance
- Long-Term disability insurance
- Basic life insurance (fully paid by the agency)
- Voluntary life insurance
- 401(k) retirement plan (with agency match and profit-sharing plan)

- Flexible Spending Account (with agency match up to \$500 annually)
- 14 paid holidays throughout the year (plus 2 Floating Holidays)
- 2 weeks paid vacation (increased with years served up to 6 weeks)
- Accrued sick pay

To apply

Please submit a cover letter and resume to hr@disabilityrightsla.org. We will begin reviewing applications immediately and will do so until the position is filled. Resumes without a cover letter **will not** be considered.

Equal Opportunity

Disability Rights Louisiana values diversity among our employees and is an equal opportunity employer. DRLA hires without regard to race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other protected characteristic.

We strongly encourage individuals from underrepresented groups to apply.

Disability Rights Louisiana endorses and supports the intent of the Americans with Disabilities Act of 1990 (ADA) and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees needing accommodations.