Imagine for a moment, a world where every single person feels equal to another and every person feels a sense of belonging in their communities, places of work and among others.

At Disability Rights Oregon, this is more than just a dream. This is our mission. We envision a world in which people with disabilities have equal opportunity, full participation in our communities, and the ability to exercise meaningful choice. Every day, we strive to make Oregon a more welcoming place for people with disabilities.

Disability Rights Oregon is seeking a Community Work Incentives Coordinator who thrives in a team environment and has the drive and determination to play a key role in the Work Incentives Planning and Assistance program, Plan for Work. The Plan for Work program provides direct work incentives planning and assistance (WIPA) supports and services, and outreach to recipients of a Social Security disability-based benefit who want to work. These benefits include Supplemental Security Income (SSI) and/or Social Security Disability (SSDI).

The Community Work Incentives Coordinator helps program clients understand how employment might impact their Social Security and other state public benefits. This information helps clients make informed decisions about work. The Community Work Incentives Coordinator provides the Social Security Administration with required reports, provides outreach and training services to the community, develops collaborative relationships with state, county and local stakeholders, and develops programmatic materials.

**WHAT YOU CAN EXPECT TO ACCOMPLISH:**

- Assist beneficiaries in making informed decisions, an ability to do technical research and analyze complex information, an interest in ongoing learning, and awareness of the specific issues and concerns people with disabilities have about employment.
- Prepare accurate Benefit Summary and Analysis Reports and Work Incentive Plans.
- Benefits planning and assistance to clients via phone and distance communication technologies.
- Provide beneficiaries with accurate, understandable information about work incentives and related employment issues, facilitating use of Social Security work incentives, and prepare accurate and detailed reports regarding a beneficiary’s status.
- Counsel beneficiaries and educate them about the effect of work on these benefits and supports, and assist beneficiaries to identify additional benefits, services, and supports necessary to facilitate successful employment.
- Research applicable regulations to determine applicability in individual cases.
- Complete the Social Security Administration certification training. Attend other trainings as required.
- Carry out comprehensive data collection, tracking, and follow up, including database entry and monthly reporting.
- Conduct outreach regarding disability benefits and work incentives.
External Posting

What we are looking for:
- Bachelor's Degree or similar experience, preferred.
- Two to three (2-3) years' experience to understand medical terminology used in benefit determinations, which may include experience in developmental disability services, aging services, or mental health services.
- Sufficient experience (typically 2-3 years of related experience) to understand the structure, design, and ethical standards of SSI and SSDI and other benefit programs.
- Ability to obtain and maintain required Suitability and Security Clearance from the U.S. Office of Personnel Management and the Social Security Administration. Ability to obtain and maintain certification as a Community Work Incentives Coordinator.
- Demonstrated success in working with persons with disabilities and maintaining confidential information.
- Strong and effective written and verbal communication skills including the ability to do so in a concise manner, even with regard to presenting complex issues to diverse learners.
- Ability to acquire and understand large and complex information sets.
- Ability to interpret federal laws and regulations about Social Security Administration and other public benefits.
- Ability to communicate effectively with individuals with disabilities.
- Excellent attention to details.
- Interviewing and interpersonal skills.
- This program is a paperless program and computer skills are required.

What we offer [besides a rewarding job!]:
- $25,480-$35,000 Annual Salary for Zero to Five Years Experience
- 35 hour work week is full time at DRO
- Flexible cafeteria benefit plan to use for employer sponsored Medical and Dental insurance
- 14 paid holidays including floating holidays
- Vacation time and paid sick leave
- Employer funded retirement account
- Cafeteria/flexible spending accounts
- Competitive compensation
- Employer paid life insurance, long-term disability insurance, and short-term disability insurance
- Malpractice insurance
- Paid association dues and professional development opportunities

Where is this position located?
We're all working remotely right now due to COVID, but once our office reopens this position will be based in DRO’s main office in Portland, Oregon, with hybrid work available after the pandemic.
Interested?

We can’t wait to hear from you! For consideration, please email with your resume, list of three potential references and a cover letter with relevant experience attached to jobs@droregon.org. Application review will be rolling, but applicants must apply by January 14, 2022.

Disability Rights Oregon is committed to creating a diverse workforce to strengthen our organization and is proud to be an Equal Opportunity Employer. The individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work helps shape the culture here at Disability Rights Oregon. We strive to have a workforce that represents the communities we serve.

We strongly encourage applicants of all backgrounds to apply. All employment decisions at Disability Rights Oregon are based on job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniform service member status, unemployment status, sexual orientation, gender identity (including gender-related identity and gender expression), marital status, family status, or an individual having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking.

If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please apply.

Bargaining Unit Position: Yes