

**Position Title:** SSI/SSDI Advocate

**Location:** DTC and Mission

**Reports To:** Clinic Director

**Position Summary**

Utilizing the SSI/SSDI Outreach, Access, and Recovery (SOAR) model, helps individuals experiencing or who are at-risk for homelessness with qualifying diagnoses of mental illness and/or a co-occurring substance use disorder or other medical conditions apply for Social Security benefits.

Responsibilities of the SOAR Benefits Specialist include but are not limited to the following:

1. Working with Neighborhood Health Clinical staff, identify candidates through team meetings, outreach, and referrals from community partners
2. Initiate paperwork with patients referred to the program by filing initial documentation of representation with SSA office
3. Complete interviews with patients to gather information to complete SSI/SSDI applications
4. Gather medical records and other information to complete SSI/SSDI applications
5. Write SOAR Medical Summary Reports for patient applications
6. Accompany patients to appointments at the Social Security Administration
7. Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for case
8. Coordinate case management services with partners and help with providing case management services to patients when needed
9. Assist the team with administrative tasks as needed

**Position Qualification Requirements**

1. A Bachelor's degree in a related field and a minimum two years of related experience. Experience in lieu of education may be considered.
2. Evidence of ongoing training and education in related areas such as mental illness, substance abuse, and/or homelessness
3. Superior organizational skills and attention to detail
4. Computer experience, including troubleshooting and problem solving and proficiency in MS Office applications (Word, Excel) and database management
5. Excellent interpersonal and communication skills
6. Ability to prioritize multiple tasks and meet frequent deadlines
7. Experience engaging with a diverse population and ability to respond appropriately to crisis situations
8. Possess an interest in social justice and have experience doing advocacy work for underserved populations
9. Familiarity with Social Security Administration's Blue Book listings
10. Good writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity
11. cursory Knowledge of medical and psychiatric terminology and ability to write using same
12. Ability to maintain professional boundaries and engagement skills with a challenging population and in non-traditional work conditions
13. Experience with providing outreach and successful engagement to a diverse population, includes working with clients, developing trust and conducting interviews in non-traditional settings and unstructured environments
14. Possess a valid state driver's license with a clean driving record.

**Position Work Conditions, include but are not limited to:**

1. Frequent travel by foot, car or other means appropriate to making contact with population
2. Overtime when necessary to meet project deadlines

3. Must be able to adjust to the environment of the target population including making visits to homeless encampments shelters and personal living environments when needed
4. Sitting for extended periods of time
5. Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
6. Physically able to participate in training sessions, presentations, and meetings
7. Travel for the purpose of meeting with clients, training and collaborating with stakeholders, or off-site personnel/management