



Vacancy Announcement

Position Title: Disability Resource Coordinator/Ticket to Work Case Manager
Reports to (titles): DEI Project Director
FLSA: Exempt
Status: Full-Time
Location: Alexandria **SkillSource** Center
Background: Criminal; Social Security Administration Suitability Determination

Overview:

The **SkillSource** Disability Resource Coordinator /Ticket to Work Case Manager (DRC/CM) works in coordination with the Disability Employment Initiative (DEI) project leadership to carry out the goals of the DEI grant and with the **SkillSource** Ticket to Work Program to market and expand employment services to eligible Ticket Holders.

The DRC/CM addresses the needs of individuals with disabilities accessing the public workforce system and assists them in their efforts to obtain vocational training and or employment. The DRC/CM is a resource person to the public workforce system and to individuals with disabilities (IWDs) including Social Security Disability Insurance (SSDI) beneficiaries and Supplemental Security Income (SSI) recipients.

The DRC/CM, is stationed at the **SkillSource** Workforce center in Alexandria, Virginia. Occasional travel for conferences, staff meetings and professional development training will be required.

Key Responsibilities:

- Help expand the **SkillSource** Ticket to Work program by providing intensive case management and follow-up to Social Security disability beneficiaries. Also provide direct employment and job research support for Ticket to Work jobseekers, while coordinating with employers.
- Identify and leverage disability-related resources and partners to support collaboration on career pathway efforts.
- Work with workforce partners to promote the participation of individuals with disabilities in career pathways initiatives, the Ticket to Work Program and the Workforce Innovation and Opportunity Act.
- Promote and use an Integrated Resource Team (IRT) approach to coordinate services between partners and participants.
- Provide direct services to job seekers with disabilities accessing the **SkillSource** Centers.
- Coordinate referrals to career pathways and other employment programs.
- Maintain electronic case files and documentation for client records.
- Monitor grant outcomes and prepare reports for the DEI Project Director.



- Attend meetings and networking events to support collaboration on career pathway efforts.

Education Requirements:

- Bachelor's degree in a Human Services/Social Science area or other education combined with relevant work experience, will be considered.

Experience:

- 1 to 2 years of volunteer, internship, or employment experience working with individuals with disabilities.
- Case Management.
- Understanding of the public workforce system and disability employment experience.
- Microsoft Office applications including MS Access.

General Qualifications:

- Ability and willingness to gain an SSA Suitability determination by the Social Security Administration.
- Ability to maintain a high level of ethical conduct regarding the protection of Personally Identifiable Information (PII), confidentiality, dual-relationships, and professional stature.
- Ability to gain knowledge through training and self-guided learning, in topics such as ADA, Work Incentives, Workforce System.
- Ability to advise/refer and work effectively with youth and adults with disabilities (including individuals with significant disabilities).
- Ability to work independently, self-initiate tasks, prioritize duties, and self-monitor performance.
- Natural resourcefulness and desire to help build a better system and promote change.
- Ability to communicate with a diversity of people, including business leaders, customers, and workforce development staff.
- Ability to travel in local communities, participate in local community, statewide, and/or national coalitions, trainings, and conferences.
- Ability to navigate complex bureaucracies, programs, and services to find solutions for individuals with disabilities.
- Strong customer service focus.
- Ability to build bridges and be a team player.
- Strong oral and written communication skills.

Physical Requirements and Environmental Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The vision requirements include: close vision and ability to adjust focus. Nature of position requires physical mobility and the ability to lift a minimum of 25 pounds. Must have flexibility to deal with changing work hours and locations as needed.

Compensation/Benefits:

Salary: Based upon experience and education, up to \$45,000. Outstanding benefits package, including employer – paid vacation, holiday and sick leave; medical, dental and vision insurance; Health Savings Account; 401 (k) Plan with employer contribution and employee deferral opportunities; Employee Assistance Plan; and life, short-term and long-term disability insurance.

This position is grant-funded through September 2020. There is no guarantee of funding beyond that date.

Location: The incumbent will be working at the **SkillSource** Workforce center located at 5520 Cherokee Ave, Ste 100, Alexandria, VA 22312 Virginia. Routine travel to **SkillSource** Centers and the **SkillSource** Group, Inc. administrative offices located at 8300 Boone Blvd., Suite 450 Vienna, VA 22182 is expected.

Occasional travel for conferences, staff meetings and professional development training will be required.

Free parking is available at all **SkillSource** locations.

How to Apply: Send a letter of application and resume to The **SkillSource** Group, Inc., attention David Hunn, to the SSG mailing address or by email to info@myskillsource.org. The application deadline is Friday January 26th, 2018 at 5:00 p.m. EDT.

The **SkillSource** Group, Inc. is an equal opportunity employer.