

United Housing Connections is a 501(c) (3) dedicated to connecting people and housing solutions to eliminate homelessness. Working throughout the 13 Counties of the Upstate we serve individuals and families through programming, advocacy and the building of safe, decent and affordable housing.

### SOAR Benefits Specialist

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that assists individuals experiencing homelessness who have mental illness or co-occurring substance use disorders, apply for Social Security disability benefits. Employee will report to the program director/ACT team supervisor. Local and some state travel required. Full-time work hours required (Monday-Friday/40 hours weekly). Salary Band 5.

### Primary Responsibilities

- Works with the referral sources and community partners to identify candidates through team meetings, outreach, and referrals.
- Initiates paperwork with clients as referred to the program by filing initial documentation of representation with the SSA office.
- Completes interviews with clients to gather information to complete SSI/SSDI applications.
- Gathers medical records and other information to complete SSI/SSDI applications if needed.
- Writes SOAR Medical Summary Reports for client applications.
- Accompanies clients to appointments at the Social Security Administration if needed.
- Coordinates visits as appropriate to medical doctors, psychiatrists, and other specialists to obtain evidence for case.
- Coordinates case management services with partners and helps with providing case management services to consumers when needed.

### Qualifications

- Bachelor's degree in human services or related field
- A minimum two years of experience working directly with individuals experiencing or at risk of homelessness, who have mental illness or co-occurring disorders.
- Must have evidence of ongoing training and education in related areas such as mental illness, substance abuse, and/or homelessness.
- Must have superior organizational skills, excellent interpersonal and communication skills, ability to prioritize multiple tasks and meet frequent deadlines.
- Must have good writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity.
- Must have strong outreach and engagement skills, especially with a challenging population and in non-traditional work settings.
- Must enroll and pass the SOAR online training course within the first three months of employment.

**PLEASE SEND RESUME, SALARY REQUIREMENTS WITH COVER LETTER TO  
nworley@uhcsc.org**