



Volunteers of America®

Job Opening: Case Manager – SSDI/SSI Demonstration Project (DP)

Location: Los Angeles; several locations

Organization Description: Founded in 1896, Volunteers of America is one of the nation's largest, most established nonprofit organizations dedicated to uplifting people in need. We serve literally thousands of clients in our numerous programs. We believe in nourishing the human spirit and treating everyone with dignity and respect.

Position Purpose: To assist homeless disabled persons living in the streets, emergency shelters, transitional and permanent housing in Los Angeles County and to apply for and obtain SSI/SSDI benefits. To provide comprehensive case management through a multi-disciplinary team approach that ensures appropriate documentation of disabilities and thorough completion of SSDI/SSI applications.

Minimum Qualifications: To qualify for this position, you must have a proven track record of obtaining SSDI/SSI for eligible populations. Our ideal candidate will have experience working with the homeless and/or low-income population. Must have experience in working with disabled, homeless individuals. Understanding of medical terminology (in order to understand health and mental health documentation for SSI/SSDI) a plus. Must possess the ability to generate and foster strong relationships with various agencies such as Social Security Administration, County departments and their facilities, and Community based organizations. In order to complete required reports and assist clients with SSI/SSDI benefits, strong communication, writing and computer skills are required. Bilingual (English/Spanish) a plus. Veterans encouraged to apply.

Duties:

- Coordinate activities of the SSDI/SSI DP.
- Oversee the DP participants' SSA application process by providing case management assessments for each Project participant, participate in Multidisciplinary Team activities and case conferences, coordinate consents and releases, schedule appointments, and communicate with SSA staff.
- Research and obtain documentation of past and current health and mental health records.
- Serve as a liaison for the Multidisciplinary team, SSA, Disability Determination Service, County departments, and other public, private and non-profit agencies serving homeless individuals.
- Maintain contact with participants throughout the determination process, and help participants respond to requests for further information to support the SSDI/SSI application and arrange for temporary or permanent housing whenever possible.
- Create individualized plans for each participant. Assist participants with obtaining necessary documentation, such as proof of identity, financial records and medical records.
- Provide existing medical evidence in the participant's medical records.

- Assist participants with attending consultative examinations when necessary.
- Assist participants with filing reconsideration..
- Participate in ongoing training related to documenting disabilities, homelessness and other related areas that improves the outcomes for participants in the Demonstration Project.
- Participate in all multidisciplinary case conferences.
- Maximize the use of all existing resources.
- Recommend appropriate information and referral for temporary and permanent housing and other services to keep the DP participant stable.
- Foster inter and intra agency working relationships to help complete all tasks for successful SSDI/SSI applications.
- Collect and maintain data as required by the SSI/SSDI Demonstration Project.
- Work with outreach staff to ensure participants maintenance in the DP and linkage to services in the community
- Provide transportation resources to all participants in the DP.
- Provide incentives to participants to keep them engaged in the DP.
- Other duties as assigned.

What We Offer: We provide a comprehensive salary and benefits package, a caring compassionate workplace and growth opportunities. But even more importantly, a career with Volunteers of America means making a real difference in people's lives. For more information about us, please see our web site at www.voala.org

To Apply: please send your resume &/or completed application form including salary requirements to:

Volunteers of America, Los Angeles
Human Resources Department
Fax: 213-385-9553
E-mail: hr@voala.org

*Some people can't imagine doing what we do.
We can't imagine not doing it.*