



**Position:** Benefits/SOAR Specialist  
**Location:** Brooklyn, NY  
**Reports to:** Benefits Coordinator  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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### **About Jericho Project**

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 41-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 8 residences in the Bronx, Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

The Benefits/SOAR Specialist will provide services to individuals, families, and senior residents of Jericho Cares programs across three affordable housing residences in Brooklyn, with an awareness of, sensitivity to, and respect for diversity of culture, ethnicity, gender identity, physical and mental abilities, sexual orientation, race, and spirituality or religion. The Benefits/SOAR Specialist will be responsible for facilitating the acquisition of benefits including SSI, SSDI, Medicaid, Medicare, SNAP, reduced fare MTA, Access-A-Ride, and other benefits as needed. The Benefits/SOAR Specialist will utilize the SOAR method to assist program participants with obtaining SSI/SSDI. SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that helps individuals experiencing or at-risk for homelessness who have mental illness and/or a co-occurring substance use disorder or other medical impairments for the purpose of expediting the SSDI/SSI and medical benefits application process.

### **Responsibilities:**

- Complete initial screenings to determine potential eligibility, schedule appointments, and provide direct assistance to complete benefits enrollment.
- Responsible for linkages to mainstream, public, healthcare, and VA benefits including direct assistance, referrals, advocacy, and follow up.
- Collaborate with the program teams to identify individuals who need assistance acquiring benefits and ensure applications are completed to increase positive outcomes consistent with organizational policies and practices.
- Coach clients about benefits and income options including the impact of employment on benefits.

- Assess individuals who have potential eligibility for SSI/SSDI.
- File initial applications and/or appeals for SSI/SSDI on behalf of clients - which includes additional interviews with clients and other sources, gathering medical records, writing SOAR Medical Summary Reports, obtaining other evidence for the claim, and acting as the appointed representative.
- Facilitate necessary appointments to medical doctors, psychiatrists, or other specialists to obtain evidence to support the disability application.
- Document service provision in AWARDS and maintain statistical spreadsheets to report data and outcomes monthly.
- Participate in staff meetings and trainings.
- Carry out other duties as assigned by Program Director/Benefits Services Coordinator.

### **Requirements:**

- Bachelor's degree in human services or a closely related field.
- Bilingual English/Spanish strongly preferred.
- Knowledge of NYC income and benefit resources preferred.
- Commitment to the SOAR process and Housing First approach.
- SOAR Certification preferred; willingness to obtain SOAR certification required.
- Understanding of the SSI/SSDI application process; familiarity with Social Security Administration's Blue Book listings preferred.
- Excellent writing skills required, brief-writing and medical summary-writing experience preferred; cursory knowledge of medical and psychiatric terminology and ability to write using same.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- This position involves multiple priorities and occasional field work. Candidates must be well organized with the energy to work with high-need tenants.
- Strong engagement and interpersonal skills.
- Experience working with low-income residents and/or Veterans preferred.

### **Compensation:**

The salary range for this position is **\$50,000.00 to \$55,000.00 *annualized***. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

### **How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **Benefits/ SOAR Specialist – Jericho Cares Programs**

245 W. 29<sup>th</sup> Street, Suite 902

New York, NY 10001

Fax 646.624.2301

[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.*

*[www.jerichoproject.org](http://www.jerichoproject.org)*