6/7/2013

***Community-Minded Enterprises is gathering resumes for a Certified Community Work Incentive Coordinator (CWIC)***

This position supports the overall mission and vision of Community-Minded Enterprises and the Plan to Work Program.

Primary duties include providing individualized work incentive planning and assistance to people who receive Social Security benefits and are working or seeking work throughout Washington. Project to start late summer.

Primary Responsibilities Include:

* Provide in depth research, analysis, and technical assistance regarding Social Security benefits, other public programs and work incentives in alignment with an individual’s situation and work goals.
* Communicate effectively about complex social security benefit information with persons with a wide range of disabilities, communication styles, and cultural backgrounds.
* Deliver presentations and educational material to beneficiaries and community partners.
* Conduct extensive community outreach efforts.
* Carry out comprehensive data collection, tracking, and follow up, including database entry and monthly reporting.

Qualifications:

* B.A. in Social Work, Business or Education preferred as well as a current Community Work Incentives Coordinator (CWIC) certification and documented disability related paid or volunteer work experience.
* Computer literate and proficient using all Microsoft Office programs (Word, Excel, Outlook, Access, Publisher & PowerPoint) as well as Word Processing; Spreadsheet; & Database software.
* Excellent Organizational skills with a keen eye for detail.
* Ability to maintain timely documentation and data entry into a data tracking system.
* Experience organizing and disseminating large amounts of data and information.
* Demonstrated commitment to cultural relevancy, diversity and inclusion.
* Strong facilitation and community collaboration skills.
* Ability to prioritize work and manage time effectively.
* Strong competency working both in a team setting and independently.
* Experience tracking, managing, and meeting weekly and monthly project goals.
* Must have current, valid driver’s license and be able to pass an extensive SSA security clearance.

CME is a progressive, collaborative organization with a commitment to community sustainability.

The Community Work Incentive Coordinator is a benefited full time position with a starting salary of $31,200 – $35,360 DOE.  Community-Minded Enterprises provides a competitive benefits package.

To apply send a cover letter,  a one page resume, and three professional references  by email or mail to:

tracil@community-minded.org

Human Resources

Community-Minded Enterprises

25 West Main Avenue, Suite 310

Spokane, WA 99201

**No phone calls or in person queries please.**

 Open until filled

*CME is an EEO employer and encourages women, minorities and those with disabilities to apply for job openings.*