

Shelter of Flint, Inc.
Job Description

Position: SOAR (SSI/SSDI Outreach, Access and Recovery) Caseworker

Position Reports to: PATH Coordinator

Schedule: Full-Time, 40 Hours/variable hours, potentially weekends, depending on when the individuals served are able to meet.

Model Philosophy-SOAR is a model that helps individuals experiencing or at risk of homelessness who have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder apply for Social Security disability benefits.

Responsibilities of the SOAR Caseworker:

1. Work with the Shelter of Flint PATH Team to identify applicants through team meetings, outreach, and referrals.
2. Work with referral sources and community partners to identify applicants through team meetings, outreach, and referrals.
3. Complete interviews with individuals to gather information to complete SSI/SSDI applications.
4. Gather medical records and other information to complete SSI/SSDI applications.
5. Write SOAR Medical Summary Reports for individual applications.
6. Accompany individuals to appointments at the Social Security Administration.
7. Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for the application.
8. Coordinate case management services with partners and help with providing case management services to individuals when needed.
9. Maintain timely and accurate data entry to the Online Application Tracking System (OATS).
10. When indicated provide timely database reporting in the Homeless Management Information System (HMIS).
11. Work with PATH Coordinator to set goals for submitted applications in line with identified benchmarks.
12. When needed and/or able, provide outreach support services to the PATH Outreach Team.
13. Other duties as assigned.

Applicant Requirements:

- Associate or bachelor's degree in social work, psychology, or related field preferred
- Ability to compassionately understand the needs of a marginalized population and use that understanding to motivate your work.
- Empathetic listening skills.
- Ability to present information concisely and effectively, both verbally and in writing
- Attention to detail and ability to maintain accurate records
- Ability to organize and prioritize work, managing time effectively
- Work as a productive team member

- Ability to be discreet with confidential records and sensitive information, maintaining client confidentiality at all times
- Reasonable flexibility with scheduling
- Reliable transportation.
- Ability to lift a maximum of 20 lbs.
- This position requires the ability to canvass a variety of locations for outreach by automobile and walking to locate potential program participants in parks, under via ducts, in the woods/campgrounds, or other places that those in housing crisis may frequent for makeshift shelter in all seasons/weather. The position also requires the staff to spend time in the community meeting with enrolled program participants.