## SERIES PURPOSE:
The purpose of the work incentives consultant occupation is to provide beneficiaries of public assistance with the information & guidance on work incentives benefits planning in the achievement of employment & financial independence.

## JOB TITLE
| Work Incentives Consultant | 69741 | 10 | 01/06/2019 |

## CLASS CONCEPT:
The full performance level works under general supervision & requires considerable knowledge of Social Security disability & benefit programs in order to provide work incentives benefits planning, consultation & guidance to beneficiaries in the achievement of employment & financial independence.
JOB TITLE: Work Incentives Consultant

JOB CODE: 69741

B. U.: 12

EFFECTIVE: 01/06/2019

PAY GRADE: 10

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides consultation to beneficiaries of public assistance programs (e.g. Social Security Disability Insurance, Supplemental Security Income, Medicaid/Medicare/Medicaid Buy-In for Workers with Disabilities, Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, veteran’s benefits, housing assistance) on work incentives programs (e.g. Impairment Related Work Expense, Plan to Achieve Self-Support, Medicaid Buy-In) benefits planning & guidance, analyzes & interprets interrelationships among benefit programs in terms of potential impact upon employment, translates technical information & analysis regarding programs through written reports, planning sessions & individual training.

Verifies all benefits through the Social Security Administration (i.e. SSA) Benefits Planning Query (i.e. BPQY) & other benefits sources, provides detailed individualized benefits analysis & summary for individual with disability, conducts discussion of all applicable work incentives, provides explanation of how identified job goal & earned income may financially impact current public assistance benefits through cost analysis & how work incentives can be applied, provides explanation of potential reinstatement of benefits & assists consumer with paybacks & overpayments to the SSA.

Reviews, evaluates & maintains earned &/or unearned income & medical documentation utilizing case processing system (i.e. AWARE) to determine eligibility for work incentives programs, provides information impacting the ability to maintain publicly-funded health benefits coverage, implements procedures to ensure all information provided to beneficiaries is individualized, accurate & complete, enters information relevant to benefit eligibility decisions &/or applications into automated database; identifies & utilizes technical support resources (e.g. SSA, Virginia Commonwealth University National Training Center, Cornell University Institute on Employment & Disability) to improve quality of work incentives consultation services provided to beneficiaries; ensures all beneficiaries are represented equitably in service population.

Serves as liaison to agency staff, service providers &/or supervisors regarding policy interpretation & application, implements strategies for collecting & using data to improve service delivery & employment outcomes, works in cooperation with Social Security’s Area Work Incentives Coordinators (i.e. AWIC’s), federal, state, local & private agencies & other nonprofit organizations that serve beneficiaries with disabilities seeking employment; attends meetings, conferences &/or workshops to obtain & provide information on techniques, policies & procedures; gives presentations & provides information to job seekers with disabilities, dependents & other community partners.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public assistance regulations & policies*, Social Security Disability Insurance (SSDI) & Supplemental Security Income (SSI) disability programs* Medicaid Buy-In for Workers with Disabilities, federal, state & local work incentives programs*, program planning for human service organizations, policy analysis*, automated computer information systems*; agency or governmental laws, regulations, policies & procedures on vocational & multiple social programs*, public relations, interviewing, evaluation & appraisal techniques*; community & governmental resources*. Skill in operation of personal computer & related software*, interpersonal communication, technical writing. Ability to gather, collect & interpret statistical data; use proper research methods to gather data; establish facts & draw complex conclusions*, independently develop complex reports & individualized benefit eligibility plans for individuals with disabilities*, handle sensitive face-to-face inquiries & those from government officials & general public, deliver presentations.

(*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Undergraduate core program in business or public administration, human services or related field (e.g. health administration, social work, psychology, sociology, special education, speech pathology).

-Or Undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; current Community Work Incentives Coordinator (CWIC) or Work Incentive Practitioner (WIP) certification.

-Or equivalent of Minimum Class Qualifications noted above
TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must obtain industry recognized certification in work incentives counseling (i.e. Community Partner Work Incentives Consultant (CWIC) or Work Incentive Practitioner (WIP) Certification from Cornell University Institute on Employment and Disability) during probationary period. Must maintain certification.

UNUSUAL WORKING CONDITIONS:
Travel may be required.