



The Coalition on Homelessness and Housing in Ohio (COHHIO) is seeking a full-time, self-motivated, experienced individual as its SOAR Ohio Coordinator. This position is full-time and will work under the direction of the Special Projects Director to implement the goals of this program.

Purpose: The SOAR Ohio Coordinator is a full-time individual providing coordination and leadership of the SOAR Ohio program. This position will assist agencies and staff who are working with anyone experiencing homelessness, at risk of becoming homeless and/or preparing to exit institutions and living with mental illness and/or physical, developmental and intellectual disabilities to successfully apply for SSI/SSDI using the SOAR model.

Qualifications and Experience Required:

- Commitment to improving the housing situation of people with low-income and experiencing homelessness in Ohio.
 - Completion of an undergraduate degree in Social Work, Human Services, Public Health, Social Science, Health or closely related field and one-year experience assisting individuals who are homeless and living with a physical, mental, developmental or intellectual disability with applying for Social Security and other public benefits.
- OR
- Three years' experience assisting individuals who are homeless and living with a physical, mental, developmental or intellectual disability with applying for Social Security and other public benefits.
- Sufficiently mobile and flexible to travel up to several days a week around the state
 - Successful completion and designation as a SOAR Ohio Certified Provider (may be obtained after employment and within 3 months of the employee's start date). Successful completion of the SOAR national course strongly preferred.

Abilities:

- Ability to easily learn and use various computer software programs and platforms, with assistance if needed
- Professional attitude and the ability to meet deadlines, work effectively in stressful situations, think critically, and demonstrate a high level of organizational skills
- Ability to work independently and as part of a team
- Experience with descriptive/clinical writing and technical writing
- Ability to contribute significantly to establishing a positive work environment
- Ability to interact positively with all constituencies
- Ability to critically analyze existing strategies and processes and solve problems diplomatically
- Ability to apply ethical framework to internal and external analysis and decision making

Responsibilities:

- Attend all Social Security and Ohio-specific trainings and certifications related to SOAR



- Work with external professional staff and agencies to provide Training and Technical Assistance to successfully complete detailed SSI/SSDI application using the SOAR methodology
- Provide Training & Technical Assistance for the SOAR providers throughout Ohio to better serve vulnerable populations
- Marketing of SOAR methodology and its cost effectiveness in various settings such as Adult Care Facilities owners, executive directors, education about opportunities for self-funded SOAR projects
 - Provide education to the community regarding applying for benefits for which they are eligible, AND
 - Engaging stakeholders such as research groups, support groups, grassroots organizations, DD boards
- Maintain consistent and positive relationships with:
 - Ohio Department of Disability Determinations staff, particularly those assigned to review SOAR applications
 - Local and Regional Social Security Administration personnel
- Document, track and report all data for all calls, emails and referral requests in excel database for quarterly reports
- Remain aware of all deadlines and submit documentation to the appropriate individuals in a timely manner
- Maintain a professional standard, confidentiality and adhere to COHHIO's policies and procedures as well as the SOAR Ohio Project agreements and standards
- Conduct outreach and inform communities of the services being provided throughout Ohio with SOAR participation
- Ability to do both in person and virtual meetings and trainings
- Ability to interact positively and problem solve with people of varying levels of experience including community members experiencing homelessness
- Maintaining a streamlined system for submitting SSI/SSDI applications in SSA Field Offices around Ohio
- Maintain COHHIO SOAR website pages, SOAR Ohio referral forms, SOAR Ohio DDS coversheets and all documentation used for submitting applications
- Other duties as assigned by the Special Projects Director.

Salary range \$58K - \$65K based upon experience. Benefits available.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Applying for this position

1. Sent via email to amandawilson@cohhio.org
2. Subject line should read: SOAR Ohio Coordinator
3. Attach both resume and cover letter in PDF format



4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

Applications will be accepted until the position is filled.