Job Opportunity: SOAR Coordinator

Join our team as we take action against poverty & work to create a more just and sustainable society. West CAP, an innovative, forward thinking organization, is recruiting a .75 FTE SOAR Coordinator for our Homeless Prevention Program. The position is based in our Glenwood City office. Responsibilities include assisting individuals experiencing or at-risk for homelessness who have mental illness and/or a co-occurring substance use disorder to apply for Social Security disability benefits. The SOAR Coordinator will complete Social Security claims on behalf of program participants using the SOAR model, conduct outreach and engage relevant partners throughout the West Central Continuum of Care, and coordinate planning meetings among key stakeholders. The SOAR Coordinator must be able to work in the community and meet homeless participants where they are, including at emergency shelters, in parks, or other places not meant for human habitation. Extensive travel within West CAP’s service area is required.

**Required qualifications:** Bachelor’s degree in social work or related field; minimum of 2 years experience working with people diagnosed with a mental illness &/or substance use disorder; superior organizational skills and attention to detail; ability to prioritize multiple tasks and meet frequent deadlines; excellent writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity; basic knowledge of medical and psychiatric terminology; computer skills sufficient for data gathering, documentation, & reporting.

**Preferred qualifications:** Have worked with people experiencing homelessness, poverty, &/or trauma; familiarity with Social Security Administration’s Blue Book listings; SOAR certification. Must possess valid driver’s license, have reliable transportation, and deemed an insurable driver by our insurance provider prior to hire. Starting wage is $17.00 per hour, plus mileage reimbursement. Benefits include: health, dental, retirement, flex plan, & personal time. For consideration, please obtain application online [www.westcap.org](http://www.westcap.org) & send with cover letter, resume, and professional writing sample to: West CAP, P.O. Box 308, Glenwood City, WI 54013. Application package is due November 11, 2016.

West CAP is an Equal Employment Opportunity organization.