



Opening doors to
housing and recovery.

Job Description – SOAR Specialist

Reports To: Clinical Director

The position of SOAR Specialist serves to assist eligible children and adults to access Social Security disability benefits. Eligible individuals are those that are experiencing or who are at risk of homelessness that also have a serious mental illness, medical impairment, and/or co-occurring substance use disorder. The SOAR Specialist will work both with current clients of OPCS, and with community members that are in need of this assistance.

Duties and Responsibilities:

1. Provide comprehensive SSI/SSDI application assistance to eligible individuals.
2. Work closely with the Social Security Administration field office and state agencies to ensure appropriate coordination of services.
3. Document services provided in client's case file to include direct services provided and coordination of care.
4. Attend adult recovery team (ART) meetings for clients engaged in receiving SOAR services.
5. Attend SOAR committee meetings, and other community meetings relevant to position.
6. Maintain positive community relations and assist with marketing activities.
7. Educate clients served on disability benefits utilizing Disability 101 (DB 101) training.
8. Provide DB 101 training to OPCS staff, and community partners.
9. Represent OPCS to businesses, families, organizations, referral sources and the community.
10. Complete deliverables and reports as required.
11. Performs other related tasks as required.

Qualifications:

1. Bachelor's Degree preferred.
2. Certified in SOAR through SAMHSA SOAR Technical Assistance Center, or able to receive this certification within 30 days of employment.
3. Experience working in a position assisting diverse clients to access government benefits preferred.
4. Knowledge of government benefits and benefits eligibility requirements in Arizona.
5. Strong communication, interpersonal skills and excellent written and verbal communication skills.
6. Willingness to learn and practice evidenced based practices, such as Motivational Interviewing, Housing First and Harm Reduction.
7. Self-starter committed to a team approach. Responsible, dependable, able to multi-task, set priorities, meet deadlines and work flexible hours as needed.
8. Strong computer skills; Advanced Microsoft Office skills required. Experience using Electronic Health Record a plus.
9. Arizona driver's license, current insurance and reliable vehicle.
10. Possess and maintain valid CPR/First Aid Certification.
11. Bilingual, bicultural and/or Veteran is a plus.