



## JOB DESCRIPTION

EFFECTIVE DATE 08/03/2025

## Supportive Housing Providers Association (SHPA)

**Position Title:** Illinois SOAR Statewide Coordinator

**Reports to:** Executive Director

**Mission Statement:**

To strengthen the supportive housing sector so that people have access to affordable housing and can survive and thrive in their community with services individually tailored to their needs.

**Vision Statement:**

We equip our members, including people with lived experience, with research-based practices for the effective use of existing resources and advocacy programs to increase the resources required to build and sustain the full range of supportive housing options.

**Position Summary:**

SOAR (SSI/SSDI Outreach, Access, and Recovery) is an evidence-based practice for assisting individuals who are homeless or at risk of homelessness, who are unable to work due to severe disabilities, apply for Social Security Disability Benefits (SSI/SSDI). The Statewide SOAR (SSI/SSDI Coordinator will be a key part of the Illinois SOAR State Lead team and will be responsible for developing and implementing a statewide plan to advance SOAR and support SOAR-trained case workers to implement the initiative.

**Duties & Responsibilities**

- Generally, support the SOAR initiative throughout the state of Illinois
- Conduct Outreach and welcome newly trained SOAR workers, including monthly e-mail, welcoming recently trained case workers sharing the Illinois SOAR processes, and other documents to support the SOAR-trained case workers
- Coordinate with the Social Security Administration (SSA) and the Illinois Disability Determination Services (DDS) to streamline processes and improve communication, collaboration, and overall state outcomes
- Maintain contact information SOAR trained advocates, SOAR Local Leads and SSA & DDS contacts.
- Coordinate with the Illinois Continuum of Care to establish SOAR as the evidence-based practice for the acquisition of benefits.
- Coordinate with the statewide coordinator of the Colber/Williams Consent Decree cohort
- Recruit SOAR Local Leads and assist with regional SOAR implementation
- Regularly respond to calls/e-mails from potential SOAR applicants/individuals seeking assistance and SOAR-providers. Facilitate regular on-going calls with SOAR Local Leads, SOAR case workers, SSA, DDS, and the SHPA's SOAR Consultant.
- Develop a monthly or quarterly SOAR eNewsletter
- Regularly assist with SOAR outcomes and complete the SOAR annual reporting processes

- Maintain the SOAR section of the SHPA website and coordinate with the SHPA's SOAR Consultant to update the national SOARWorks website when needed
- Develop and maintain relationships with all State Team Leads

### **Qualifications**

- Relationship builder: able to relate well with a wide variety of individuals (stakeholders, as well as individuals experiencing homelessness).
- Monthly Meeting facilitator.
- Excellent communication skills, both written and verbal.
- Well organized, self-directed, self-starter.
- Strategic thinker who learns quickly and possesses good judgment.

### **Required**

- Advanced knowledge of the SSI/SSDI application using the SOAR model
- Invested in SOAR and the success of SOAR for the State of Illinois
- Access to reliable automobile transportation for statewide travel (compensated for mileage)
- Access to a cellphone for regular business-related communications (compensated at a flat rate)
- Ability to work remotely
- Proficient in Microsoft Office programs, especially Word, Excel and Power Point
- Proficient with social media platforms such as Facebook, Twitter, and others.

### **Preferred**

- Education: Bachelor's degree or higher in Social Services (or related field), experience in related field may be substituted for educational degree.

### **Salary & Benefits:**

- \$56,000-58,000 per year (includes stipend for medical benefits)
- Generous vacation package
- SHPA does not currently offer medical or retirement benefits, however, SHPA provides an increased compensation for the self-purchase of such benefits included in the salary noted above.

*The Supportive Housing Providers Association is an equal opportunity employer committed to diversity, equity, and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity, and other factor protected by applicable, federal, state, or local laws.*