



**VITALITY UNLIMITED  
VITALITY VETERANS HOUSING PROGRAM  
POSITION DESCRIPTION**

**JOB TITLE: CARE COORDINATOR/LIFE COACH**  
**DEPARTMENT: VETERANS RESIDENTIAL PROGRAM**  
**SUPERVISOR: PROGRAM MANAGER**

**JOB SUMMARY:**

A Care Coordinator assesses each resident veteran to provide information between the veteran and vocational rehabilitation. Works as case manager providing bio-psychosocial assessments. As a Life Coach, he/she will also work with different agencies to ensure medical, legal, employment and various other services are provided. The Care Coordinator documents and maintains veterans' files as required by Vitality Unlimited and the Veteran Vocational Rehabilitation Program. Cultivates an environment conducive to the veteran's adjustment to a home environment and transition to productive and independent lifestyles.

**JOB DUTIES AND RESPONSIBILITIES:**

- Attention to job detail and timely completion of all required paperwork.
- Collects data to meet the Veterans Administration reporting requirements.
- Serves as a liaison with the Veterans Administration Agency.
- Performs a minimum of forty (40) hours performing the core functions of the position.
- Completes individual assessments, meets regularly with the residents to facilitate the completion of their transitional phase of independent living.
- Will supplement, coordinate and implement the Veteran's existing plan.
- Will develop, implement and assess a transitional plan that coincides with the pre-existing VA plan to provide educational and experiential activities in the development of independent living life skills.
- Devises ISP's with residents monthly and ISP's weekly with residents.
- Case notes on a weekly basis.
- Helps with medication and medication log compliance.
- Rotates for emergency on call.
- Conducts random drug and breathalyzer testing as well as tests under suspicion.
- Conducts weekly house meetings.
- Attends and participates in staff meetings and in-service training as deemed necessary.
- Performs substance abuse evaluations and recommends treatment options when needed.
- Performs a multitude of clerical duties (helping with forms, policies and procedures, memos, etc.)
- Facilitates rules committee and recreational activities.
- Coordinates care with HCHV and outside resources.

- Helps with the residents with housing searches and budgets.

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- Coordinates other care for the residents when needed.
- Completes the clinical portion of the intake process.
- Monitors support staff for compliance.
- Will assist the veteran in obtaining employment, retaining employment, enhancing job skills, being employed as a volunteer or being an active student or a combination thereof, while being a resident.
- Assesses and provides referrals for a variety of needs, such as housing, mental health, employment, legal aid, education, substance abuse treatment, aftercare and will act as a job coach providing any other services deemed necessary.
- Meets with Program Manager on a regular schedule to review veteran cases.
- Assists in procuring financial assistance for veterans.
- Arranges for medical, dental and vision through the Veterans Vocational Rehabilitation Program after discharge.
- Sets appointments for job training and vocational rehabilitation.
- Sets appointments for job interviews.
- Assists veterans with resume preparation.
- Coordinates veteran's travel needs.
- Participates in veteran's concurrent discharge planning with other participating agencies.
- Documents and maintains accurate records as required by Vitality Unlimited and the Veterans Vocational Rehabilitation Program.
- Complies with confidentiality requirements.
- Participates in follow-up.
- Other duties as assigned.

### **KNOWLEDGE AND SKILLS:**

Knowledgeable of social, medical, vocational and legal resources available in the specific and surrounding area.

Knowledge of substance abuse treatment and addictive behaviors.

Results-oriented vocational rehabilitation case manager

Strong ability to organize, plan and prioritize work

Strong knowledge of vocational counseling and case management techniques

### **EDUCATION:**

Must have at least two (2) years experience employed in social services or vocational rehabilitation.

Must possess a valid Nevada Driver's License.

And be able to consistently pass a drug screen.

I have read the job description and understand fully the duties of my position.

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Employee Signature

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Date

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Human Resources Coordinator