



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

**JOB TITLE: EMPLOYMENT SPECIALIST/PROGRAM SUPPORT
DEPARTMENT: VETERAN RESIDENTIAL PROGRAM
SUPERVISOR: CARE COORDINATOR/LIFE COACH**

An Employment Specialist/Program Support employee works with each resident veteran to provide information between the veteran and the Care Coordinator/Life Coach. This employee is responsible to provide documentation for the veteran's file as required by Vitality Unlimited and the Department of Veterans Affairs. This position also requires working with different agencies to provide medical, legal, employment and various other services. Is also responsible to promote an environment conducive to the veteran's adjustment and transition into a productive lifestyle.

In addition, this position requires clerical skills, adequate computer skills in various programs, i.e. Word and Excel. Professional telephone skills, filing, making appointments and face-to-face contact with employers and the VA.

JOB DUTIES AND RESPONSIBILITIES:

- Reports to the Care Coordinator/Life Coach.
- Attends and participates in staff meetings and in-service trainings.
- Complies with confidentiality requirements.
- Is available to work days other than this position's set schedule if necessary.
- Participates in out-reach and census building activity.
- Assists the Care Coordinator/Life Coach with day-to-day clerical duties when necessary.
- Documents and maintains accurate records.
- Meets with all new resident veterans and completes the intake paperwork.
- Assists with medication and medication log compliance
- Assists with random drug and breathalyzer testing as well as testing under suspicion.
- Ensures sign in/out sheets are in compliance.
- Sends weekly census.
- Is in the rotation for emergency on call.
- Conducts weekly living skills classes.
- Conducts weekly veteran resource classes.
- Reports veteran's progress including attitudes and responses to the Care Coordinator/Life Coach.
- Collaborates with community resources to provide residents with skill building workshops.
- Assists veterans in obtaining employment, retaining employment, enhancing job skills, volunteering or being an active student or combination thereof while being a resident in this program.
- Assists in the implementation of the veteran care plan. Coordinates with the Care Coordinator/Life Coach to set appointments for job training, vocational rehabilitation

educational needs, medical services, legal services, substance abuse treatment, mental health services and housing.

- Assists veterans with job applications and completion of resumes.
- Arranges or provides transportation for a veteran to travel for a job interview or program related appointments if no other means of travel are available.
- Acts as a liaison for resident back-to-work and rehabilitation programs.

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- Advocates for maximizing resident disability benefits.
- Actively searches for community resources for successful veteran re-entry.
- Monitors veteran volunteer work and searches for new volunteer opportunities.
- Participates in veteran discharge planning.
- Responsible for alumni follow-up.

SKILLS AND KNOWLEDGE:

- Ability to follow written and oral instructions from supervisor.
- Ability to motivate veteran participants.
- Ability to manage time effectively.
- Ability to establish a work routine.
- Ability to adhere to safe work practices.
- Ability to work independently with minimal supervision.
- Knowledge of available social, medical, vocational and legal resources.
- Knowledge of resources available to provide substance abuse treatment for addictive behaviors.

JOB REQUIREMENTS:

- Must be able to consistently pass a drug screen or alcohol breath test.
- Must be able to successfully pass back ground checks.
- Must possess a valid Nevada Driver License with current insurance.
- Must have a clean driving record.
- Must have at least five (5) years verifiable employment experience.

EDUCATION:

Minimum of a High School Diploma or GED required.

Bachelor's Degree in Social Science and / or Education preferred.

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

Signature

Date: _____

Human Resources Coordinator