



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

**JOB TITLE:           PROGRAM SUPPORT/FACILITY – Maintenance**  
**DEPARTMENT:       VETERAN RESIDENTIAL PROGRAM**  
**SUPERVISOR:        CARE COORDINATOR/LIFE COACH**

A Program Support/Facility Maintenance employee works with each resident veteran to provide information between the veteran and the Care Coordinator/Life Coach. 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.
- Assist with random drug and breathalyzer testing as well as any testing under suspicion.
- Performs some maintenance around the facility and performs monthly fire drills along with monthly checks of the fire extinguishers.
- Prepares work orders/maintenance, and landscaping.
- Performs all vehicle maintenance (gas, mileage logs, cleanliness, tires, wear and tear).
- Performs random security checks and is in the rotation for emergency on call.
- Complies with confidentiality requirements.
- Assists with medication and medication log compliance.
- Various clerical duties (helping with forms, policies and procedures.)
- Is available to work days other than this position's set schedule if necessary.
- Participates in out-reach and census building activity.
- Documents and maintains accurate records.
- Meets with all new resident veterans and completes the intake paperwork.
- Reports veteran's progress including attitudes and responses to the Care Coordinator/Life Coach.
- 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.

**EMPLOYMENT SPECIALIST/PROGRAM SUPPORT**

- Assists with driving veterans to appointments
- Participates in veteran discharge planning.
- Responsible for alumni follow-up.
- Food Bank Ordering and pick up.
- Supplemental shopping.
- Other duties as assigned.

**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 background 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.

College degree desirable.

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Human Resources Coordinator