



Female Veteran Program Specialist

Department: Veterans Resource Center

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Veterans Resource Center Manager

Grade/Level: Bachelor's Degree

Amount of Travel Required: Not Applicable

Work Schedule: Full-time, on-call, some weekends

Positions Supervised: None

Position Summary

The purpose of the Female Veteran Program is to work with female veterans in need, addressing the specific barriers female veterans face. The Female Veteran Program Specialist with the veterans through case management and outreach. Their focus will be inclusive of outreach for homeless female veterans, partnerships with community partners for domestic violence, mental/physical health needs, financial hardships, connections with mental health providers, medical providers, and treatment facilities, linkage to employment resources, and addressing housing insecurity needs.

Position Responsibilities

Service Activities:

- Determine veteran eligibility
- Provide immediate needs to female veterans facing homelessness and/or housing crises. These include, but are not limited to, clothing, food, transportation, and access to laundry and storage facilities
- Develop relationships with employment staff of Veterans Place, the Veterans Administration, and other community agencies to maintain a network of services and support.
- Weekly outreach to homeless community and providers
- Attend monthly county and community meetings concerning the homeless population
- Build and maintain professional relationship with veteran homeless population
- Conduct trainings for both staff and veterans related to the female veteran population

Clinical Activities:

- Conduct intake assessments with veterans upon entry of FVP and Veterans Administration staff to establish eligibility of veterans for services.
- Perform case finding functions and outreach, identifying and screening veterans for program eligibilities and basic needs.
- Conduct intake assessments and develop goal plans in collaboration with the veteran and other provider organizations including the Veterans Administration.
- Coordinate veteran referrals to the Veterans Administration and other community-based providers
- Exercise and coordinate a variety of individual and group counseling techniques that are evidence-based and demonstrate good clinical practice.
- Maintain case records in accordance with program guidelines and professional requirements. This includes daily contact notes, goal plans and regular chart audits.



- Implement legal and ethical standards of service delivery, privacy and confidentiality, complying with all applicable regulations.

Communication:

- Prepare reports as requested by Veterans Place staff
- Participate in administrative, staff, clinical, and in-service activities and training as required.
- Communicate policies and the rationale behind them to veterans
- Inform other agency staff members of relevant matters related to the veterans

Physical/Environmental Demands:

- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. Outdoors but in an enclosed vehicle protected from extreme weather conditions
- Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature
- Manual dexterity sufficient to reach/handle items and work with the fingers
- Close vision (clear vision at 20 inches or less) especially working with computers/monitors; and that required for driving
- Moderate noise

Education and Experience Requirements:

- Bachelor's Degree in social service field
- Must be proficient in Microsoft Office Suite including Word, Excel and PowerPoint
- Experience working directly with the homeless population strongly preferred
- Experience working with Veterans Administration preferred
- Must have a valid driver's license and be able to obtain automotive insurance
- Veteran Status is a plus
- A pre-employment drug and alcohol screening is required, and a background check will be conducted

Prepared by: _____

Date: _____

Approval Signature: _____

Date: _____

Approval: _____

Approval: _____

Veterans Place of Washington Boulevard has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Veterans Place of Washington Boulevard, Inc. is an Equal Opportunity Employer