



## **HIRING ANNOUNCEMENT**

### **Title: Veteran Community Engagement Specialist – Part Time**

**Position Summary:** Mental Health America of Wisconsin (MHA) is seeking qualified candidates for the position of Veteran Community Engagement Specialist (VCES) to support MHA's Peer-Run Respite for Veterans (PRR-V). VCES will ensure the visible and constructive presence of the PRR-V program among the veteran community and community at large. The position will be responsible for identifying potential outreach opportunities and engaging with relevant partners, individuals, agencies, and others in Southeast Wisconsin and Statewide to promote the establishment and operation of the PRR-V. The position requires specialized knowledge of benefits and resources targeted to veterans, including resources available through Department of Veterans Affairs, Wisconsin DVA, and other public and private entities which focus on serving the veteran population and their families. Other valuable qualities include strong communication skills, the ability to respond appropriately to questions from the community, and high levels of initiative.

VCES is a contract-funded salaried position. The VCES reports to the Program Director of the PRR-V, and must work collaboratively with other PRR-V staff. Duties include maintaining accurate Outlook calendar appointments, scheduling outreach meetings, representing the mission and values of the PRR-V in community events and policy discussions, assisting with location search and community development for the PRR-V, and leveraging existing networks to expand the reach and visibility of the PRR-V in Wisconsin. Some travel throughout the State of Wisconsin will be expected. Eligible candidates must have a valid driver's license and proof of insurance.

**Time and Compensation:** The duties of the VCES are estimated to account for 10-15 hours per week and may include occasional evening and weekend duties. Compensation will be on a salaried basis at \$300.00 per week. Travel expenses will be reimbursed by MHA.

**Essential Duties and Responsibilities:**

- Identify weekly opportunities to inform and educate community providers about the PRR-V.
- Maintain Outlook calendar to allow for event sharing with Program Director.
- Assure intentional inclusion of the mission and goals of the PRR-V in appropriate meetings with policymakers, stakeholders, community providers, and veteran-serving networks.
- Develop promotional strategy in collaboration with Program Director to ensure supportive messaging surrounding the PRR-V in the community.
- Represent MHA's PRR-V project in meetings and committees as assigned.
- Work with PRR-V Advisory Council to ensure consistency of information shared with community providers and potential guests.
- Meet at least bi-weekly with Program Director to update on successes and challenges of promoting PRR-V.

**Qualifications and Skills:**

- Minimum of Bachelor's Degree in related field, or equivalent professional experience in community engagement.
- Ability to translate the mission of the PRR-V into community engagement, conversation, and support through outreach.
- Demonstrated knowledge of veterans benefits programs, including disability benefits and discharge rating upgrades, substance use treatment services, and specialized behavioral health services.
- Experience collaborating with veteran-friendly community service organizations.

Interested candidates may send applications (resume and cover letter) to:

Brian Michel, Director of Prevention Services  
Mental Health America of Wisconsin  
600 W. Virginia Street, Ste. 502  
Milwaukee, WI 53204

Applications may be sent electronically to [brian@mhawisconsin.org](mailto:brian@mhawisconsin.org). Please submit by 5/31/19.