**Description**

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**Position Summary:**

Provide “Housing First” case management for very low income veterans and veteran families who are homeless or facing eviction.

**Responsibilities**

* Recruit prospective veteran clients through outreach to all sectors of the community to include faith-based, community–based, healthcare, SNAP, DHR, etc.
* Effectively communicate the Priority Veteran program to prospective clients, landlords and community.
* Maintain consistent contact with local homeless coalitions (COC’s), VA Hospital, VA Clinics, VET Centers, shelters, etc.
* Follow up on all inquiries in a timely manner, and accurately conduct eligibility determinations following grant guidelines.
* Provide effective case management including regular home visits, development of case plans, housing counseling, referrals, etc. to create housing stability.
* Actively manage a caseload of approximately 25 veterans and/or veteran families.
* Maintain accurate and timely case documents and database (HMIS)
* Actively participate in professional development training.
* Actively participate in weekly staff meetings.

**Knowledge**

Proven knowledge of and experience with U.S. military

Working understanding of the U.S. Veteran’s Administration Supportive Services for Veteran Families (SSVF) program

Thorough working understanding of SSVF case management procedures

Proven working knowledge of case management principles

Excellent interpersonal communication skills

Excellent computer skills to include Microsoft and database

Able to work as team member

**Education/ Experience**

Bachelor’s Degree in Social Work preferred; military experience preferred; combination of education and

experience considered

**Other:**

Valid Alabama driver’s license

Reliable transportation

Proof of automobile insurance commensurate with State law

Background checks to include criminal record, drug screen, DHR child abuse registry and TB test

Rotating work schedule to include evening, weekend and on-call