



## **Job Posting for Shelter Coordinator/Case Manager:**

PURSUE YOUR PASSION, Not Just another Job!

Veterans Village of San Diego is looking for employees who are passionate about serving all veterans. Changing the life of a vet takes a whole lot of work. But the rewards are out of this world! It also takes dedication and commitment to our motto: Leave No One Behind. We work hard, but we also enjoy having fun together. If you wish to be a part of this team and are ready to work for a cause, not just a paycheck, then VVSD is the place to start!

Our Shelter Coordinator/Case Manager will provide information, resources, and referrals through one-on-one case management with our shelter clients. Moving clients towards obtaining permanent housing is your goal, while making sure clients are doing what they need to do to move from homelessness to permanent housing.

### **Position Assignment:**

- As an integral part of the team, you will report to the Lead Shelter Coordinator and collaborate closely with other key members of the Shelter team.
- You'll perform intake interviews, assessments and refer clients to appropriate community resources as needed. You'll also document individual case management sessions with assigned clients.
- You will enforce the rules and regulations of the shelter program to ensure safety for both our residents and our employees.
- You'll confer with the Lead Shelter Coordinator to resolve participant complaints, if any.
- You should remain current in the field of service provided the program (veterans' services and homeless services) through self-initiated avenues, as appropriate.
- You'll keep track of our impact by adding client data into local Homeless Management Information System database.
- Other duties as assigned by supervisor.

### **Must-Have Qualifications:**

- Bachelor's Degree in Human Services, related field, or equivalent experience required.
- Basic understanding of the military and/or the Veterans Administration.
- Previous experience working with homeless individuals.
- Understanding of causes of homelessness.
- Fluently read, write, and communicate in English.
- Work within a diverse population.
- Able to lift 15lbs or more.
- Able to pass background check and drug screen.
- Have reliable transportation.

- Able to comfortably, both mentally and physically, perform all aspects of job description and other duties as assigned by supervisor.

Your Benefits:

- Competitive pay and benefits including 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

Interested? Here's how to apply:

- Submit cover letter and resume to: rebecca.neff@vvsd.net, please put in subject line: Shelter Coordinator/Case Manager, or you may fax your resume and cover letter to (619) 393-2060, Attn: Rebecca Neff.

The Fine Print:

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.