



Job Title:

Shelter Coordinator/ Case Manager

Department:

Veterans Shelter Program

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

Provide information, resources, and referrals through one on one case management with assigned shelter clients. Assist clients in ways that will help move the client towards obtaining permanent housing. Make sure clients are adhering to mutually agreed upon plan that will facilitate them not returning to the shelter.

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
- ❖ Must be able to fluently read, write, and communicate in English.
- ❖ Must be able to work within a diverse population.
- ❖ Must be able to lift 15lbs or more.
- ❖ Must be able to pass background check and drug screen.
- ❖ Must have reliable transportation.
- ❖ Must be able to comfortably, both mentally and physically, perform all aspects of job description and other duties as assigned by supervisor.

Responsibilities and Major Duties:

- ❖ Perform intake interviews, assessments and refer clients to appropriate community resources as needed.
- ❖ Perform and document individual case management sessions with assigned clients
- ❖ Enforce rules and regulations of the shelter program to ensure safety.
- ❖ Confer with supervisor to resolve participant complaints.
- ❖ Remains current in the field of service provided the program (veterans' services and homeless services) through self-initiated avenues, as appropriate.
- ❖ Input client data into local Homeless Management Information System database.
- ❖ Other duties as assigned by supervisor.

Veterans Village of San Diego has the following benefits: 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.



Application Procedure: submit cover letter and resume to: cesar.padilla@vvsd.net, please put in subject line: Shelter Coordinator/Case Manager or you may Fax resume and cover letter to (619) 497-0263 Attn: Cesar Padilla

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.