

- reviewed monthly.
5. Coordinate career counseling, evaluation, skills training, job readiness training, and other activities.
 6. Prepare veteran for job readiness (resume, mock interview, application process etc.).
 7. Assist with job placement and retention.
 8. Assist in orientation and training workshops.
- C. Maintain employer contacts and relationships for employment.
1. Contact employers to identify job placement and availabilities.
 2. Work with businesses, agencies, and organizations to remove employment barriers.
 3. Build relationships and maintain contact with employers.
- D. Monitor and document the employment progress of veterans into current database.
1. Include pay rate, hours, employer, and contact info once placed
 2. Collection of a paystub or HR verification must go into the file
 3. Continuous contact with veteran and employer up to one-year after placement.
 4. Develop a retention plan and document progress.
- E. Perform Outreach
1. Attend community events, job fairs, speaking engagements, and other events pertinent to the HVRP program.
 2. Create and implement a weekly outreach plan and provide to the Program Director.
 3. May conduct outreach to homeless encampments, shelters, and other areas where homeless veterans may be located within the county service areas.
 4. Provide quarterly job fairs.
 5. Participate in the Sacramento Stand Down meetings and events.
 6. Assist with the monthly Greater Sacramento Valley Collaborative.
- F. Record keeping and communication
1. Maintain files on each participant, including all HVRP eligibility information and short- and long-term plans to maintain and improve self-sufficiency. Document progress and assist in removing obstacles to set goals. Provide routine documentation of coordination and follow-up in all areas.
 2. Provide records and services in compliance with agency policies, regulations, and funding source requirements.
 3. Maintain daily, clear, and thorough communication on all areas of responsibility listed in this job description.
- G. Responsible for all areas of daily program maintenance in compliance with company policies.
1. Document and report all client concerns and/or infractions that can impact

- the program's security.
2. Secure approval for exceptions to standard policy.
 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 4. Adhere to staffing schedules to provide adequate/safe staffing coverage and accomplish program objectives.
 5. Perform reasonably related duties as assigned by the Program Director.

H. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training and complete required certifications, i.e., CPR, First Aid, etc.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree in Social Work or a related field is preferred. Active or previous military service is highly preferred. Experience working with the homeless population or experience working in job developing is preferred. This position requires demonstrated ability in record-keeping, good written and verbal communication skills, and knowledge of problems unique to women, minorities, persons with disabilities, substance abusers, low income, and the general homeless population. This position requires CPR and First Aid training within ninety (90) days of employment date and recertification as necessary. A valid California driver's license, a reliable vehicle, and the ability to meet the organization's insurance carrier guidelines are required.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills
Ability to assist and motivate other people
Organizational skills
Analytical and decision-making ability
Statistical and mathematical skills
Computer Skills
Experience with Word, Excel, PowerPoint

PHYSICAL REQUIREMENTS:

Lift and move up to 20 pounds
Stand, walk and sit frequently
Able to climb stairs
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with guidance and direction from the Program Director. Must be able to work independently toward attaining operational goals and contract compliance.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and VOA staff. The Program Director is responsible for promoting the company image and providing advice on company practices and procedures while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through the loss of business contracts is possible. Program Director must approve all expenditures.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Employment Case Manager job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____