



JOB POSTING

JOB TITLE: Outreach/Program Specialist 07/2019
STATUS: Full Time; Non-Exempt
SUPERVISOR: Employment Services Manager

PRIMARY FUNCTIONS:

- Identify homeless and at-risk veterans, establish and maintain continuous contact, conduct initial assessments to identify their immediate needs and connect them with VOC services for further assessment, enrollment and follow-up support.
- Develop opportunities and place clients referred by agency staff into temporary, emergency, transitional, supportive and permanent housing.
- Establish contact with landlords, develop landlord advocacy, and visit rental units. Make referrals for other agencies for rental subsidies (e.g. Warrior salute).
- Assist clients with applications and documentation needed to qualify for housing-related and employment services.
- Make regular contacts throughout the agency's service delivery area with all government and community service programs, agencies, and facilities likely to have contact with the homeless or at-risk veteran population.
- Complete and submit intake, assessment, and enrollment reports, progress notes, employment development plans, job placement and other reports as required.
- Compile, organize, update, file, input and maintain program and client files in a comprehensive case management software platform on a daily basis, insuring completeness and accuracy of information
- Assist clients with obtaining furniture, utilities and other necessities required to set up and maintain their residences, to include developing collaborations and referral systems with providers.
- Assist Employment Services team in developing successful outreach strategies and special events.
- Any other duties as assigned by the Employment Services Manager.
- Support the mission of VOC, collaboration both inside and outside of the organization, conduct outreach as needed.

QUALIFICATIONS:

- College degree in a relevant human services field and two years' experience in counseling, case management and advocacy, or a combination of education and experience that clearly demonstrates the ability to perform all job responsibilities successfully.
- Valid, clean New York State driver's license and reliable vehicle. Familiar with Rochester metropolitan area.
- Confidence working with a socio-economic diverse population, many of whom are or have been incarcerated.
- Good organizational and communications skills (oral and written).
- Good knowledge of community resources, with emphasis on housing and utility providers, and the ability to develop effective working relationships with various supportive services.
- Understanding of the needs of homeless and at-risk clients, skill in advocating for clients and addressing their housing issues and other barriers to employment.
- A veteran and knowledge of veterans' issues and special needs strongly preferred.
- Computer literate with MS Office skills, data entry and internet skills.

Veterans Outreach Center, Inc. is an equal opportunity employer.

Veterans of the U.S. Armed Forces are encouraged to apply.