



*Our Mission is Reintegrating displaced and at-risk veterans and their families back into the communities to sustain independent living, restoring their dignity and promoting community awareness.*

## **HVRP EMPLOYMENT SPECIALIST JOB POSTING**

Faith\*Hope\*Love\*Charity, Inc.'s, ***Homeless Veterans Reintegration Program (HVRP) is seeking an experienced Employment Specialist.*** HVRP offers job counseling, resume preparation, job placement, and follow-up. We serve male and female Veterans by offering supportive services as well as job counseling.

### **Responsibilities:**

The HVRP (Homeless Veterans Reintegration Program) Employment Specialist coordinates, monitors, and delivers services related to assisting participants with obtaining economic stability through employment. The HVRP Employment Specialist duties are summarized as:

- Assesses potential participants for level of ability and readiness for work as well as physical and mental capabilities
- Develops an individualized employment plan with each participant
- Conducts comprehensive screenings and assessments with veterans to collect functional, environmental, financial, employment, housing, educational, and health information, as appropriate, to develop a case plan
- Develops support systems to meet participant needs by identifying and coordinating available services needed to maintain independent living, self-sufficiency and family stabilization
- Provides job readiness skills training in areas of resume preparation, interviewing and job search techniques
- Provides career counseling and job coaching; coordinates job skills training with participant employment plans
- Arranges interviews with employers and works with participants on job retention issues
- Coordinates with state, veteran, community and private employment resources to assure participant access
- Establishes and maintains complete records as required

### **Requirements:**

- Bachelor's degree or equivalent education and experience in employment placement and vocational counseling activities
- Minimum of 2 years experience working as a job developer and/or in case management services
- Proficiency with Microsoft Office
- Valid Florida driver's license and dependable transportation with adequate insurance
- Effective written and oral communications skills

### **Additional Requirements:**

- US Armed Forces veteran strongly preferred
- Ability to establish and maintain strong partnerships with employers and community contacts



**Job Summary:** The Employment Specialist actively researches job opportunities and provides job development and placement services to participants.

**Credentials, Skills, Abilities, and Experience:**

- Prefer a Bachelor's Degree in human service-related field and 1 year experience working with special needs population, or High School Diploma and 4 years related experience. Fulfill credentialing requirements per agency policy.
- For HVRP (Homeless Veteran Re-integration Program) programs a formerly homeless veteran is preferred.
- Possess initiative, strong organizational skills and ability to work effectively without close daily supervision.
- Administrative self-sufficiency including computer proficiency.
- Possess a valid driver's license and safe driving record. Must meet insurability standards in order to drive.

**Essential Functions:**

- Research and recommend employment sites, complete vocational assessments, conduct site evaluations and follow-up to facilitate job placements and successful employment for assigned participants.
- Conduct on-going community outreach and networking including job fairs to foster relationships with prospective employers and continuous job opportunities.
- Provide supportive vocational counseling and soft skills training and coaching within related areas. Complete all documentation and reports accurately to maintain compliance with regulations, funders and agency policy.
- Serve as performance management intermediary between participant and employer to regularly assess performance and ensure on-going success or develop strategies to improve identified problem areas.

**Normal Working Hours and Conditions:**

- 40 hour work week.
- Weekends or evenings as required.
- Travel Required.

**Rate of Pay:**

The salary for this position is \$35,000 annually.

**Position(s) Start date:** August 2019



To apply, please send **cover letter and resume** to Melinda Whitted,  
Forward March HVRP Program Manager at [mwhitted@standown.org](mailto:mwhitted@standown.org)  
or fax : ATTN: M. Whitted (561)968- 0112.