HVRP (Homeless Veterans' Reintegration Program) Coordinator RVP
Bloomington, IN Full-Time

Vincennes University is seeking applicants for the position of Homeless Veterans' Reintegration Program (HVRP) Coordinator.

Position Summary

The HVRP Coordinator is responsible for planning and overseeing the HVRP grant for Region 8. This individual will be a representative of Workforce Development and work directly with the management team to develop and implement initiatives that increase program delivery within the service area. This individual works to establish relationships with individuals, businesses, and other organizations within the region to ensure program success. This position will occasionally provide case management and job coaching services to eligible homeless veterans and connect them with community resources to assist as well.

The coverage area includes the following counties: Brown, Daviess, Greene, Lawrence, Martin, Monroe, Morgan, Orange and Owen. The majority of the caseload will be based in Monroe, Morgan and Owen Counties. This position will require a substantial amount of travel throughout the region and occasional evening and weekend hours.

DUTIES OF THE JOB:

Specific duties of the HVRP Coordinator include, but are not limited to, the following:

- Collaborate, connect and consult with community agencies, service providers and clients to obtain homeless Veteran enrollments for funding stability of the HVRP program
- Oversee the planning and implementation of outreach activities in assigned counties to promote recruitment for the HVRP program
- Nurture new and established relationships with collaborative partners
- Work directly with local Workforce Development staff to ensure enrollment numbers are met or exceeded
- Assist in the organization of special events to promote HVRP services
- Prepare reports for the Executive Director to determine program progress and success. Develop a plan of action to address any noted deficiencies
- Conduct community-based outreach to homeless Veterans and their families both independently and by coordinating with referring providers
- Assess homeless veterans for participation in the Homeless Veterans Reintegration Program (HVRP) as needed
- Maintain an active caseload of homeless veterans in various stages of achieving their career goals
- Provide appropriate referrals for veterans/families not eligible for HVRP services
- Perform intake including required documentation for eligibility, referral needs, program details and expectations
- Develop an employment plan with the participant within one week with specific short and long term goals

- Provide services to individuals who are seeking employment and or training in demand occupations in order to gain self-sufficiency
- Be able to use assessments, testing and sound judgment to assist customers in making career and employment decisions
- Conduct regular meetings with participants to review and update goals
- Maintain records and data in a case management system
- Maintain case files on all participants that includes the assessment, case plan, documentation of progress, financial assistance records, challenges, accomplishments, discharge plan and documentation of all required follow-up contact
- Develop an exit plan addressing permanent housing and employment with appropriate referral resources as identified
- Ensures client confidentiality in accordance with established procedures and regulations
- Participates in training and workshops as directed
- Perform all other duties as assigned by the Executive Director

RELATIONSHIPS/WORKING ENVIRONMENT:

The HVRP Coordinator reports directly to the Executive Director and may receive additional guidance from the Deputy Director and Operations Director. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. The individual exercises daily, independent, non-routine decision making which demands initiative, management skills, sound judgment, and positive communication skills.

REQUIREMENTS OF JOB:

Bachelor's Degree or six years of experience in the area of employment and training programs, employer relations, social work, economic development, or related field. Combination of education and experience can be substituted for required experience.

SKILLS/COMPETENCIES:

- Experience working with at-risk populations; experience working with veterans preferred
- The ability to establish working relationships with people of diverse backgrounds and abilities is essential
- Excellent communication skills; both verbal and written
- Computer proficiency and ability to learn new software quickly
- Maintains positive work atmosphere by behaving and communicating in a manner that fosters good relationships with clients, co-workers and supervisors
- Must possess a valid driver's license and the ability to travel within the coverage area

POLICY INTERPRETATION:

This position is called upon to interpret internal policies, DOL policies, WIOA policies, IDWD policies and VU policies to applicants, participants, local employers, schools, social service agencies, community organizations and members of the community.

PERSONAL WORKING RELATIONSHIPS:

Experience in working with the veteran population and have experience in area of substance abuse, veteran assistance and PTSD is beneficial. This position will have frequent contact with the general public. Excellent ability to explain program requirements and objectives in concise and understandable manner to applicants and participants is required. This position will have infrequent contact with the University administration, faculty and staff.

SALARY:

Range $32,000 - $38,000: Salary will be determined on the basis of experience, skills, knowledge, and abilities.

BENEFITS:

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: http://vinu.edu/human-resources

How to Apply:
Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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