



Position: Full-Time Case Manager for Supportive Services for Veteran Families 40 hours/week, \$17/ hr.

The St. Vincent de Paul Supportive Services for Veteran Families (SSVF) program is accepting applications for a **Supportive Services for Veteran Families Case Manager**. The person in this position assists veteran households with overcoming barriers to achieving housing stability, and assists with accessing community services and veteran benefits using the Housing First model and progressive case management to empower veteran households.

Required qualifications:

- Has experience working with the homeless population;
- Has an understanding of the causes of homelessness as well as systems and processes used to help individuals secure and retain affordable housing, and obtain needed community services;
- Exhibits strong oral and written communications skills, is attentive to details and organized;
- Exhibits excellent negotiation skills;
- Exhibits excellent time management skills
- Attends work regularly

Preferred qualifications:

- Has an understanding of how trauma affects people experiencing homelessness and poverty;
- Has experience working with individuals and families with mental health issues, physical disabilities, chemical dependency, and/or domestic violence or other abuse history and may currently be in crisis;
- Has experience working with veterans, the VA Reintegration Center and Clinic, and local community social service resources and partners;
- Creative, driven, outgoing, and comfortable with public presentations to groups and individuals.

Essential Duties:

- Manages a multi-household caseload with attentiveness to date sensitive timelines;
- Explains program services to veterans including scheduling;
- Offers referrals to partner agencies when appropriate;
- Attends meetings related to housing stability with veterans; advocates for veterans;
- Provides support to veterans beyond housing to establish stability;
- Protects participant confidentiality;
- Conducts assessments to determine the needs of veterans and family members;
- Obtains sensitive information in a non-judgmental manner;
- Discovers, builds and maintains relationships with property managers in order to appropriately house clients by networking over the phone and in person with all landlords and property management companies with whom SSVF interacts;
- Assists clients with identifying barriers to permanent housing, and completing housing search and the paperwork necessary for becoming stably housed;
- Uses PC and Apple computer devices and software programs including databases, word processing, spreadsheets, email, tablets and smartphones, and office equipment including fax machines and copiers;
- Understands and follows complex written and oral instructions, rules, and procedures;
- Gathers, sorts, prepares, and checks documentation in files for accuracy and completeness according to program policies, and enters data in several tracking systems in a thorough and timely manner.

Minimum qualifications:

- Possesses a current, valid driver's license, and is comfortable driving clients in a company vehicle;
- Possesses a BA in a social services field or commensurate, related social services and case management experience;
- Must be able to pass a drug screen (including marijuana), a background check, and other St. Vincent de Paul hiring requirements.

This position is based in Eugene, Oregon at the Administrative office of St. Vincent de Paul and requires frequent travel throughout Lane County.

Please fill out a St. Vincent de Paul application and submit it with your resume. The application can be found at www.svdp.us or at 2890 Chad Drive, Eugene, Oregon.

Disclaimer: All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability, or any other trait protected by applicable law. Veterans are encouraged to apply.