

OPEN POSITION
SSVF Assistant Program Specialist
FORT WORTH, TX

Recovery Resource Council is seeking the perfect candidate that is detailed oriented, can work at a fast pace and multi-task to assist the Program Specialist with answering the Supportive Services for Veteran Families (SSVF) Hotline and screening clients to determine eligibility for the SSVF program. Connect Veterans who are not eligible for the SSVF program with other local resources and ensure that all data is accurately reported to funders.

The best candidate will be able to communicate effectively, concisely, and effectively while working with and interacting with Veterans from a variety of ethnic, cultural, and economic backgrounds. Understand eligibility criteria to conduct screenings for Veterans to enter the SSVF program. Monitor SSVF phone line to ensure timely calls returned to Veterans in need of assistance. Collect all documents needed for client eligibility and enrollment in a timely manner. Participate in weekly case staffing meetings with Assistant Director to certify veteran eligibility and assign eligible veterans to housing case managers for services. Participate in bi-weekly case conferencing with case managers. Maintain local resources and referral list and link Veterans with appropriate community supports. Perform housing counseling based on Veteran needs to maintain permanent housing. Advocate for Veterans within the community. Cultivate positive relationships with internal and external partners. Strong time management to be able to juggle multiple priorities and tasks. Maintain all records of communication and accurately enter data into multiple databases. Maintain all records and documentation for files.

Education and/or Experience:

High School diploma, G.E.D., or equivalent preferred. Bachelor's degree in social work or related field and one year of experience in social services or a combination of education and experience. Experience working with people experiencing homelessness. Must have reliable transportation, a currently Texas Driver's license and evidence of auto liability insurance. This position will be hybrid work from home with some in person office work.

Application Instructions

1. Complete the application on our website: www.recoverycouncil.org.
3. Complete the Predictive Index survey before interviewing
<https://assessment.predictiveindex.com/c60/ad93bd5a-b3c8-469b-aef8-a086bde28c80?type=candidateba>