

Job Title	VIP Coordinator MSW (Position #92408)
Employer/ Agency	United States Veterans Initiative (U.S.VETS-Houston)
Job Description	<p>***This is a veterans preferred position***</p> <p>Supervises Case Managers in their duties as Case Managers and carries a caseload of clients. Assesses the appropriateness of veterans referred to the program. This assessment includes any problems, needs, or barriers identified in the following areas: Employment, Housing, Financial, Sobriety, Legal, Family/Social, and Medical and Psychiatric. Facilitates intake process by supervising Case Managers and ensuring all are familiar with, and capable of filling out intake paperwork and building an initial file. Collaborates with veterans to complete Benchmarks (goals and objectives) and an Individual Action Plan which includes veteran's goals toward transition. Ensures all required documents are present, complete, signed by the veteran and Case Manager, and placed in the correct order in the file by conducting periodic internal audits of Case Manager's files. Meets each veteran in caseload regularly to review progress and documents whenever outcomes of benchmarks are achieved, reassessed, or ongoing, and revises plan accordingly. Completes discharge summaries documenting all progress toward Benchmarks, date of discharge, and disposition of veteran. VIP Coordinator also collaborates with the Operations Manager with the collection and accuracy of all discharge paperwork from the case management team. Assists in quality management activities, data collection, and preparing reports. Facilitates groups or classes, i.e. Substance Abuse Education, Money Management, Group Process, Life Skills, Transition, etc., in at least one Benchmark area. Schedules and coordinates all classes and publishes a monthly class schedule. Coordinates with the Operations Manager/Program Assistant with the collection and accuracy of all program rents, bus token and wash money logs. Works with Veteran Services Coordinator and Veteran Services Assistant in carrying out day to day program requirements and crisis intervention. Collects and verifies daily bed checks, following up with respective Case Managers on absences and missed UA screenings. Liaisons with outside organizations for volunteer services, field experience practicum, and internships. Manages the Urine Drug Screening through Veterans Services Department, and is the point of contact with the Toxicology Lab. Helps conduct random drug and alcohol screenings. Maintains confidential and thorough client records. Performs other duties as required.</p>
Qualifications	Master's Degree in Social Work, Counseling, Psychology or related field is required; Licensure preferred; Exp. working w/ homeless and/or veterans; Exp. working within federal grant guidelines
Salary/Hours	DOE
Employer/Agency	United States Veterans Initiative
Address	4640 Main St.
City, State, Zip	Houston, TX 77002
Contact Person	Jennifer Austin
Contact Title	Program Assistant
Email Address	jaustin@usvetsinc.org
Application Method	Email cover letter along with salary expectations and resume. No phone calls. Failure to comply with these instructions will render your submission ineligible for consideration.
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.