



Job Opening
SSVF Veteran Services Trainee, Walla Walla WA

Under the supervision of the SSVF Program Director, the Veteran Services Trainee will learn to provide Veteran engagement and service coordination for BMAC's SSVF program.

The Veteran Services Trainee will learn progressive procedures until fully assigned to a good fit position. SSVF works in partnership and collaboration with multiple entities to assist in rapidly rehousing and/or achieving stabilization for homeless or at-risk of homelessness veterans and/or their families.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

BMAC has implemented a mandatory vaccination policy requiring COVID-19 vaccination for all employees. In accordance with BMAC's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases that may be reduced by vaccinations.

Employees will be required to provide a copy of their vaccination card or other medical facility provided proof for their confidential files to the HR Director when submitting their acceptance of our official offer of employment.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:
HR@bmacww.org

The job application is available in our office or online at
<https://www.bmacww.org/jobs-and-employment-opportunities>

This position is open until filled.
Questions: Lisa Mathias, Human Resources Director 509-529-4983

BLUE MOUNTAIN ACTION COUNCIL
Walla Walla, WA 99362

JOB DESCRIPTION

POSITION TITLE:	SSVF Veteran Services Trainee	REPORTS TO:	SSVF Program Director
EMPLOYMENT STATUS:	Nonexempt	SUPERVISES:	N/A

HOURS OF WORK: Up to 40 hours per week, based on contract funding

SALARY: \$22.21 to start

GENERAL DESCRIPTION/ BASIC FUNCTION:

Under the supervision of the SSVF Program Director, the Veteran Services Trainee will learn to provide Veteran engagement and service coordination for BMAC's SSVF program. The Veteran Services Trainee will learn progressive procedures until fully assigned to a good fit position. SSVF Veteran Services staff are expected to adhere to the highest standard of social service ethics in the performance of their job requirements. The SSVF Veteran Services Trainee will work in partnership and collaboration with multiple entities to assist in rapidly rehousing and/or achieving stabilization for homeless or at-risk of homelessness veterans and/or their families.

WORK CONDITIONS AND SITE: Work to take place in an office setting, at program participants residences, and in other community agencies. Requires significant local and regional travel. The worker is not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

Training to reach competency in the following tasks:

- A. Level One Training:
 - 1. Interpret and explain information, such as eligibility requirements, application details, and program specific information to audience of varying backgrounds and abilities.
 - 2. Verify eligibility of referred homeless individual and/or family to participate in the SSVF program.
 - 3. Conduct an initial intake and assessment (s) with program participants once they are identified as eligible.
 - 4. Leverage resources available within the community including faith-based organizations as appropriate to the situation in order to benefit the program participant.
 - 5. Utilize the "Housing First" philosophy to ensure that treatment for mental health, substance abuse needs, or resolution of other barriers is not a condition of services or program participation.
 - 6. Create and maintain exemplary program participant files in accordance with BMAC/SSVF guidelines; complete weekly activity reports and other required documentation in a timely manner.

7. Make necessary notifications when required to law enforcement, supervisors and other appropriate individuals.
8. Engage in crisis intervention strategies with SSVF program participants when appropriate.

B. Level 2 Training

1. Provide support services designed to resolve the immediate crisis and promote housing stability.
2. Assess families for strengths and barriers, including employment, mental health, education, etc., and coordinate the appropriate services.
3. Develop and monitor Individualized Housing Stability Plans (IHSP) based on the assessment, to identify specific actions and/or resources needed for successful stabilization of the program participants.
4. Ensure that program participants are offered time-limited, individualized financial assistance designed to assist program participants with obtaining and retaining permanent housing. Financial assistance is to be provided at a level that enables the program participant to maintain housing while they may seek to: increase income; learn to manage a household budget; relocate to affordable housing; reduce expenses; and/or overcome other barriers in order to sustain their housing.
5. Coordinate and refer services with other social service agencies.
6. Schedule and conduct meetings with program participants on a regular basis utilizing progressive engagement. This requires flexibility of meeting regularly in locations that may include administrative offices, site-based service facilities, parks, libraries, coffee shops, encampments and/or program participant's residence, depending on the program participant's capability.
7. Effectively educate program participants about budgeting, financial management, including support with filing tax returns, filing for Earned Income Tax Credit, banking and credit repair. This may include training program participants in functional daily living skills in order to maintain housing.
8. Record service coordination efforts and outcomes; create and maintain exemplary program participant files in accordance with BMAC/SSVF guidelines; complete weekly activity reports and other required documentation in a timely manner.
9. Regularly report program participant progress to Supervisor and others as requested. This includes but is not limited to completing assessments, Individualized Housing Stability Plans, Service Transactions, and Exit Forms as necessary for program or organizational requirements. Actively participate in service coordination reviews and conferences.

EXPECTATIONS OF ALL STAFF:

Accountability:

- Issues are raised and receive prompt responses
- Communicate with honest, authentic conversation, using active listening with staff and clients
- Maintain a high level of confidentiality
- Delegate responsibilities and trust the person/team will complete them to the best of their ability.
- Be well-versed in BMAC programs and services to fully meet client needs

Dignity:

- Value the contributions of each position and what it adds to the organization
- Everyone is treated as a whole, unique and capable person
- Honor the experiences and expertise our clients have regarding their lives
- Rebuild client's sense of self-worth and confidence

Diversity/ Equity /Inclusion

- Be a safe and accessible space for all
- Actively identify and root out systemic racism/implicit bias in the work place and commit to more inclusive practices
- Foster a sense of belonging among staff and clients
- Commit to a strong culture of Diversity/Equity/Inclusion

Spirit of Service:

- Deep desire to be in service to others
- Give clients our best effort/best work every time
- Stay present during client interaction
- Make an additional effort to meet client needs even when they don't fall within the scope of our programs

SKILLS AND ABILITIES REQUIRED:

1. Must be able to perform each essential duty satisfactorily.
2. Cross-cultural, inter-generational, and interpersonal skills.
3. Knowledge of mental health, substance abuse issues, and treatment services.
4. Knowledge in working with the homeless population, homeless households, homeless services, and prior housing work experience.
5. High energy and patience in working with difficult, non-compliant clients.
6. Demonstrated ability to work independently and effectively on a team.
7. Computer skills using Windows.
8. Culturally competent counseling skills.
9. Understanding of complex Program participant, community, and agency issues, and ability to take appropriate action.
10. Availability to work flexible hours, some evening and weekend hours may be required.
11. Ability to provide own transportation with acceptable driving record and auto insurance limits.
12. Bilingual in Spanish preferred.

CULTURAL COMPETENCIES:

- Uncompromising integrity and ability to maintain strictest confidentiality.
- Champions the mission, culture, and objectives of the organization.
- Demonstrates value and respect for all employees.
- High energy and enthusiasm.
- Performs effectively as a team player. Values the ideas and opinions of others and routinely collects their input as part of decision-making process.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. A mix of sedentary and light physical work.
2. Must be able to lift 20 pounds occasionally and up to 10 pounds frequently.
3. Must be able to hear, speak, write and read.
4. Must be able to sit or stand at desk.
5. May need to climb stairs at locations without elevators or ramps.
6. Some stooping, kneeling, balancing, pushing, pulling and/or lifting, such as to move office supplies and equipment, filing, etc.
7. Repetitive motion (keyboarding); substantial motion of the wrists, hands and/or fingers.
8. Close visual acuity to perform activities such as preparing/ analyzing data and figures, and viewing a computer terminal.

QUALIFICATIONS:

1. Education and lived experiences equivalent to a Bachelor's degree in Human Services or related field and a minimum of two years work experience .
2. A working knowledge of issues and resources in relation to housing services for low-income families.
3. Desired qualifications: A working knowledge of major systems that veteran populations encounter and the resources they may access.

SPECIAL REQUIREMENTS:

Employee must provide own vehicle and auto insurance. Valid state driver's license by time of hire. Good driving record. Reliable vehicle for travel and current auto insurance required.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Updated 8/2021