



**JOB ANNOUNCEMENT – PLEASE POST**

<b>SSVF Peer Support Guide: Douglas County</b>	
<b>Case Management</b>	<b>Closing Date: Open until filled</b>
<b>Budgeted Hours: 40 hrs/wk</b>	<b>Salary: \$11.80-\$14.60</b>

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-5 days for delivery and longer for out of state.

**THE POSITION:** Provide peer support services to Veterans and their families and advocacy to Veterans to engage in Veteran rental assistance program(s) and help access appropriate community referrals to address individual needs of program participants. Focus on socialized approach to ensure stabilization and self-sufficiency in acquiring and maintaining safe, affordable, stable housing, and basic life skills. Perform required duties with a calm, composed manner and sensitivity to the needs of Veterans who have behavioral health needs; understanding HIPAA laws regarding confidentiality of privileged information. Ability to be flexible, responsive, and have excellent time management skills. Prior military services and/or veteran status is preferred.

**Essential Functions of the Job:** 1. Interview applicants to determine housing goals. 2. Explain program activities and boundaries. 3. Serve as a role model in demonstrating positive life skills following guidelines of program. 4. Assist applicants in completion of applications as necessary. 5. Assist in processing program paperwork correctly and in a timely manner. 6. Assist program participants in meeting with landlords and understanding lease agreements. 7. Provide direct outreach to potential program applicants. 8. Facilitate use of community resources and services in alignment with Case Management action plan and participate in life skills goals. 9. Provide professional socialization visitation plan that creates opportunities to increase independent living. 10. Work as a member of a team to support robust engagement of service with veteran participant.

**MINIMUM QUALIFICATIONS:** Peer Support Certification preferred or High School diploma and a general understanding of the population served. One year experience in a similar setting preferred. At time of appointment, must possess valid Oregon driver’s license and able to pass a criminal background check.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of community housing resources; knowledge of and experience in empowering individuals, understanding of low income/homeless people and the causes of poverty and homelessness; reasonable knowledge of general office practices and procedures; reasonable knowledge of systematic filing and retrieval processes or systems; reasonable knowledge of word processing; reasonable knowledge of English composition, spelling, grammar and arithmetic; basic knowledge of general recordkeeping and bookkeeping processes. Prior Military service and/or veteran status preferred. **Skill in:** Working with people in crisis; organizational skills; good record keeping skills. Entering data rapidly and accurately; use of office equipment which includes automated equipment and other copying equipment; organizational skills; use of spreadsheets, Word, and other commonly used computer programs. **Ability to:** Communicate effectively in both oral and written forms; maintain confidentiality; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; establish and maintain records, reports and statistical data; represent program in a variety of settings; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, families, community partners and the public. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention. Work is to be performed in a safety conscious manner at all times.

**SUBMIT COMPLETED UCAN APPLICATION TO:**  
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
 541-492-3913 FAX 541-492-3921  
 Or Online: Application on website: [www.ucancap.org](http://www.ucancap.org)  
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER