

Michigan Ability Partners Job Description

Michigan Ability Partners (MAP) is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups.

Our Mission: MAP partners with Veterans and people with disabilities in support of their self-directed transformation to self-sufficiency.

Title: Veteran Services Team Leader
Program: Veteran Services

General Description: The Veteran Services Team Leader will offer support and leadership to Veteran Services Teams including VA Grant Per Diem Bridge Housing, DOL Homeless Veterans Reintegration Program (HVRP) and VA Supportive Services for Veteran Families (SSVF) team members while maintaining a minimal caseload, as needed. This position will report directly to the Chief Executive Officer. This position is a part of the agency Leadership Team and participates in the bi-weekly Housing Leadership Team.

Typical Duties:

- Perform outreach and engagement to homeless veterans.
- Participate in program, agency, and community meetings.
- On-call in case of an emergency, such as fire, inclement weather warning, bomb threat, etc., ensure all Veterans know safety protocol.
- Performs day-to-day oversight of GPD, HVRP and SSVF direct staff; including hiring, onboarding, ongoing training and supervision.
- Approve time cards and time off requests
- Maintain MAP reimbursements, check requests, credit card requests and reconciliations.
- Advocate with appropriate area agencies to secure needed services for assigned participants and coordinate blended action plans.
- Serve as an agency representative when meeting with area agencies including representation at Community Housing Prioritization (CHP) meeting.
- Maintains a positive relationship with Washtenaw Housing Alliance (WHA), funding sources including the VA, DOL, Ann Arbor Housing Commission, and the VA;
- Track housing data for MAP statistics, HMIS, SSVF, and GPD programs.
- Check SSVF website for updates and communicate regularly with funder to ensure training and program compliance.
- Monitors budgets and approves SSVF Temporary Financial Assistance expenses, submits weekly transmittals
- Work directly with the VA as well as community homeless services providers to fill GPD and SSVF openings.
- Oversee GPD inspections, safety checks and emergency safety plans and implement program's safety policies and procedures as assigned.
- Ensure accurate records of client contact, data collection and HMIS data entry.
- Coordinates closely with MAP HDC, LLC, property managers, and other supportive service agencies.
- Submits quarterly GPD reports to GPD liaison
- Monthly case reviews with GPD and SSVF to ensure staff is completing re-certifications and/or exits.
- Assist SSVF with closing files and sign off on all exits and re-certifications.
- Ensure landlord list is current.
- Submits veteran housing placement data utilizing HMIS
- Work directly community services providers to accept HVRP referrals.
- Complete HVRP US Department of Labor (DOL) applications annually or as needed.
- Quarterly Reports – HVRP Technical Performance Narrative and Technical performance Report
- Progress Notes
- Update HVRP Census
- Quarterly internal audit for all programs
- Ensure all client documentation is up to date.
- Adhere to all Michigan Ability Partners, VA and DOL policies and procedures.

- Prepares stats and presents at Program Committee
- Perform other duties as assigned by the CEO.

Knowledge, Skills and Abilities:

1. Familiarity with the Department of Veteran Affairs and the Department of Labor
2. Previous experience working with the Veteran population is desired
3. Familiarity with local human service providers and other community resources and agencies
4. Knowledge of substance abuse disorders and mental illness
5. Effective communications skills, both verbal and written
6. Computer experience and expertise
7. Good organizational skills
8. Ability to multi-task
9. Ability to use the HMIS (Homeless Management Information System)
10. Ability to work with minimal supervision after training
11. Previous case management experience
12. Willingness to adhere to the NASW Code of Ethics
13. Management and supervisory experience
14. Knowledge of and sensitivity to persons with disabilities and/or homeless

Qualifications: Ability to work as part of a team; experience working with people with disabilities; experience working with veterans; Master's Degree in human services preferred, but a Bachelor's degree and equivalent work experience may be considered. Valid Michigan Driver's License and ability to lift 25-30 pounds.

Salary: \$43,000-\$46,000 Annual Salary

Status: Full Time Position Exempt