



Supportive Services for Veteran Families (SSVF) Case Manager

Indianhead Community Action Agency, Inc.
Ladysmith, WI

Position: Full-time position located in Ladysmith, Wisconsin.

Description: Provide supportive services to low income and homeless veterans and families. Input client's information into HMIS data base. Conduct outreach in all 10 counties, attend training and meetings. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

Requirements: Monitor and record client's information and progress. Coordinate various aspects of case management services, including referrals, intake, eligibility determination, program planning, monitoring, assessment and evaluation of Veteran family needs. Ensure clients files are set up and maintained appropriately. Maintain professional relationships with organizations, county personnel, families and service providers. Participate in committees dealing with case management and related services. Ability to make decisions based on program operations and fiscal analysis. Ability to travel as required by the job-related activities. Other duties as assigned by the Community Services Manager.

Education and/or Experience: Experience working with and showing empathy under privileged traumatized veterans and families. Valid driver's license, acceptable driving record, current vehicle insurance. Strong organizational and record keeping skills required. Ability to actively listen, motivational interviewing training a plus. Proficient in Excel, Word, and data bases. Must be able to maintain professional boundaries and confidentiality.

Starting Wage: \$15.00 to \$17.00/hr. and based on education and experience.

To be considered for an interview, applicants must submit: ICAA application, Resume, Cover Letter, Letters of Recommendation, References. Degree if needed.

To Apply send the above documents to: recruiter@indianheadcaa.org

ICAA, ATTN: Recruiter
1000 College Avenue West
Ladysmith, WI 54848

Phone: 715-532-4222, Fax: 715-532-1550

www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.