Southwest Center for Independence

Veteran-Directed Care Specialist

FULL TIME, NON-EXEMPT

Position description: The Veteran-Directed Care Specialist is employed by a SWCI to provide services designed to assist Veterans with managing a budget, deciding what services best meet their needs, hiring personal care workers, and purchasing items or services in order to live independently in the community. The Specialist ensures coordination, integration, and effective delivery of these supports and services to Veterans. The Specialist also creates support and spending plans, creates monitoring services, and assists in problem solving for Veterans at the direction of the Veteran or their representative. The Specialist will work to ensure that the Veteran or their representative direct all services and will maintain positive and effective relationships with SWCI staff and partner agencies.

Major Responsibilities

- Provide support services to Veterans to ensure they obtain access to services and supports to live independently in the community, increase self-advocacy skills, and improve their quality of life.
- Assist the Veteran in reviewing, approving, and submitting timesheets to Fiscal Management Services.
- Fulfill the requirements of the VA in visiting Veterans in person quarterly, at minimum, and have in-person intake meetings for new Veterans.
- Determine Veterans functional needs by using the Activities of Daily Living Assessment.
- Facilitate the development, implementation, and documentation of Veteran-directed support and spending plans.
- Provide information and referrals to assist Veterans in finding needed services and supports.
- Assist Veterans in employer/employee relations.
- Work with the Program Manager to monitor billing, ensuring expenditures are within the budget and that employees are receiving their pay and benefits.
- Work with the Program Manager and the accountant to ensure all assessment fees and monthly administrative fees are collected and accounted for.
- Work with the local VA Medical Center by providing information about the Veteran's status.
- Collaborate with military and civilian community resources.
- Maintain timely, complete, and accurate database documentation.
- Gain an understanding of Independent Living philosophy and SWCI's mission, vision, and programs to communicate them to consumers and community organizations.
- Other duties as assigned.

Qualifications

- Must have high school diploma or equivalent.
- Must have relevant experience working with the Veteran and disability communities.
- Maintain a working knowledge of the Americans with Disabilities Act, the Rehabilitation Act, and the Fair Housing Act.
- Maintain all training and travel requirements as set forth by the VA and Southwest Center for Independence.
- Evidence of the practice of a strict level of confidentiality and ability to work within HIPAA

guidelines.

- Excellent organizational skills, as well as the ability to handle multiple priorities and deadlines.
- Ability to work independently, as well as collaboratively, in a positive team environment.
- Proficiency in MS Office, Google Suites, and database entry.
- Ability to work independently, exercising sound judgment with Veteran and community contacts.
- Valid driver's license and clean driving record.
- Must be able to pass a background check.
- Must be able to work in the field 40 hours per week.

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name: _____ Date: _____

Signature: _____

Job Requirements

Physical Requirements:

Check if essential to perform the job:
X• Sit or Stand (stationary position)
X• Walk (move or traverse)
X• Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse)
X• Stoop, kneel, crouch, or crawl (position self, move)
X• Pushing or pulling
X• Reaching
X• Repetitive motion

Lifting Requirements:

Check if essential to perform the job:
X• **Sedentary Work**—Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
• **Light work**—Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
• **Medium Work—**Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
• **Heavy Work—**Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
• **Very Heavy Work—**Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Equipment and Tools:

Check if use is essential to perform the job:
X• **Technology—**Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
X• **Company Vehicle—**Use of staff vehicle and/or SWR vehicle
X• **Reliable Transportation—**Use of reliable transportation
• **Other (list)—**

Print name:_____ **Date:**_____

Signature: _____