



**SSVF (Supportive Services for Veteran Families)**

**Peer Support Specialist**

**Salary:** \$50k - \$58k

**Benefits:** We provide a competitive benefits package

**Full Time**

**About Village for Vets:**

Village for Vets fills critical gaps in services for homeless and at-risk Veterans in greater Los Angeles on their journey to independence. Through programs providing meals, emergency grants, support for basic needs, social support, and links to additional services, Village for Vets helps ensure Los Angeles' homeless and at-risk Veterans don't fall through the cracks.

**Summary:**

Village for Vets is seeking qualified candidates to join our SSVF (Supportive Services for Veteran Families) Program in Los Angeles as a Peer Support Specialist. SSVF is a program that serves Veterans and their families experiencing homelessness or at-risk of homelessness. As part of the SSVF team, the Peer Support Specialist will be a part of a collaborative process to assist Veteran participants in breaking the cycle of homelessness and work towards housing stability by removing barriers to obtaining and maintaining housing through field-based supportive services, linking to other providers and outreach.

**Responsibilities:**

- Establish rapport and maintain a professional relationship and boundaries with clients and potential clients.
- Provide direct support to the case management team as needed during the client's participation in SSVF.
- Provide tenant education, including rights and responsibilities, and communication with landlords.
- Monitor, document, and report client progress in Homeless Management Information System (HMIS) and client case files.
- Responsible for addressing client concerns and problematic behaviors to ensure clear communication, compliance, and non-interruption of services.
- Aid in the gathering of necessary documentation and submission of housing applications.
- Facilitate peer-to-peer groups and life skills classes.
- Provide peer support, mentoring and coaching to clients through assistance in navigating and accessing Veteran and mainstream resources.
- Transport clients to community medical, housing, and other appointments as needed.
- Conduct wellness checks and home visits as needed.
- Maintain a working understanding of Veterans' readjustment challenges, post-traumatic stress, traumatic brain injury, alcohol and drug dependency, and other mental health issues.
- Participate in client case conference meetings and supervision with the SSVF Program Manager and other meetings as required.
- Participate in outside meetings, outreach events and training as needed.
- Adhere to laws regarding confidentiality and reporting requirements.
- Perform other related duties as required by the SSVF management staff.

**Essential Functions:**

- Demonstrate knowledge of or experience with evidence-based case management techniques, including critical time intervention, housing first, harm reduction strategies, non-violent crisis intervention techniques and motivational interviewing.
- Possess a high level of tolerance and understanding for individuals with urgent and multiple case management and

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**Village for Vets is tax-exempt under section 501(c)(3) of the Internal Revenue Code**

health needs.

- Be willing to work evening hours.
- Capable of working well independently or within a team.
- Able to exercise mature judgment and highly motivated.
- Excellent verbal and written communication skills.
- Able to prioritize and coordinate multiple demands in a high-pressure environment.

**Minimum Qualifications**

- High School Diploma/GED
- Minimum 1 year of experience in social services or related field preferred.
- A Veteran of the U.S military or military-related family member is preferred.
- Experience working with unhoused and/or Veterans preferred.
- Proficient in Microsoft Word, Excel and affiliated programs.
- Have employment eligibility verification.
- Provide proof of full COVID-19 vaccination.
- Have reliable transportation and:
  - Have a valid driver's license.
  - Proof of registration and insurance.
  - Driver history report which meets company insurance requirements to drive a company vehicle and complete provided online driver training course if applicable.

**EQUAL OPPORTUNITY EMPLOYER:** Village for Vets is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, Veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law.

**ACKNOWLEDGEMENT**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I can perform the essential duties of this position.

\_\_\_\_\_  
Employee Name

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Manager Name

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Employee Signature

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Manager Signature

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Date Signed

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Date Signed