



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	AWS Greenville Veterans Home
Posting Date	October 30, 2018
Closing Date	November 7, 2018
Job Title	Facility Director/Case Manager

Type of Position: **Full-time** **Part-time**

Applicants may apply at www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@alstonwilkessociety.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

The Facility Director, under direction and supervision of the Director of Veteran’s Facility Programs, is responsible for the overall program operations and facility including: staff supervision, outreach, processing referrals and intakes, coordination of services, maintaining relationships/partnerships with the VA and Community Resources, ongoing case management for an estimated 30% of residents (i.e.: housing plans employment, life skills, etc.), maintenance of the HUD local CoC;s Homeless Management Information System related to AWH-G residents. The Facility Director is responsible for providing on-site supervision, safety, and activities for residents. The Facility Director must be available on-site no less than 40 hours per week and for 24 hour on-call crisis services. The Facility Director maintains overall responsibility of facility operations to include management of volunteers, and interns.

MINIMUM QUALIFICATIONS:

Knowledge:

- Issues of homeless veterans
- Treatment Plan development and implementation
- Facility Management
- Computer Basics, Microsoft Word, Outlook, Excel; Knowledge of the Upstate’s Community Resources and HMIS

EDUCATION REQUIREMENTS

- Master’s Degree in Social Work or;
- Bachelor’s degree in Social or Behavioral Science from an accredited college or university with a minimum of three (3) years of relevant work experience in a related field
- Prior military experience preferred
- An approved writing sample exemplifying clinical documentation will be required for employment

LICENSES AND CERTIFICATION

- Valid Driver's License and proof of insurance
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA