



*Rebuilding Lives for a Safer Community*

**JOB POSTING**

<b>Facility</b>	AWS Supportive Services for Veteran Families (SSVF) Spartanburg	
<b>Posting Date</b>	August 24, 2020	
<b>Closing Date</b>	September 4, 2020	
<b>Job Title</b>	Support Specialist	
<b>Type of Position:</b>	<b>Full-time</b> X	<b>Part-time</b>

Applicants may apply at [www.alstonwilkessociety.org](http://www.alstonwilkessociety.org) by completing the online application (include resume) and faxing to (866) 647-5998, email: [hrdepartment@aws1962.org](mailto:hrdepartment@aws1962.org) or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director of Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

**GENERAL DESCRIPTION**

Under the direction and supervision of the Director of VA Facilities and Programs and the Program Director to provide administrative support to the SSVF program's Case Managers and other staff (respond to program inquiries, assist with program documentation, phone calls, clerical, etc.). Attend at least 40 hours of job-related training annually; participates in quarterly staff meetings; aides in developing program goals; gives input regarding planning/operation of the program; participates as needed in agency and program research, evaluation, and developmental activities.

**SKILLS AND EDUCATION REQUIREMENTS**

- Effectively communicate orally and in writing
- Computer literacy
- Organizational skills and ability to prioritize and complete task in specified time frame.
- Establishing and maintaining professional relationships with clients, client families, staff and community agents.
- High School Diploma, preferred Bachelor's Degree
- Three years of job related experience working with low-income populations, preferably with veterans and/or homeless populations

**LICENSES AND CERTIFICATION**

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

APPROVED BY: S. Anne Walker, Executive Director

**EOE/AA**