



**REVISED ATTACHMENT PAGE(s)**

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**DATED 6/2/2016**

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**FILED WITH CONTRACT # 34029**

**(UNITED STATES VETERANS INITIATIVE)**

**CITY OF LONG BEACH**  
**2014 Continuum of Care (CoC) Program**  
**Project Budget for United States Veterans Initiative, Inc. Project Name: Villages at Cabrillo (VAC)**  
**HUD Contract # CA0522U9D061407 City Contract # 34029**  
**Operational Period from 07/01/2015 to 06/30/2016 (12 months)**

<b>SUPPORTIVE SERVICES</b>	
1. CM - Case Manager - 0.87 FTE	47,105 Provide job duties as noted in Attachment B, Page 2 of 10 (salary + fringe benefits)
2. CM - PH Coordinator - 0.15 FTE	0 [MATCH ONLY] Provide job duties as noted in Attachment B, Page 3 of 10 (salary + fringe benefits)
3. EA - Workforce Coordinator - 0.08 FTE	5,010 Provide job duties as noted in Attachment B, Page 4 of 10 (salary + fringe benefits)
4. EA - Career Counselor - 0.75 FTE	0 [MATCH ONLY] Provide job duties as noted in Attachment B, Page 5 of 10 (salary + fringe benefits)
5. Food - Meals	16,885 For purchase of food in preparation of meals for program participants
6. LS - Clinical Director - 0.15 FTE	0 [MATCH ONLY] Provide job duties as noted in Attachment B, Page 6 of 10 (salary + fringe benefits)
7. OS - Outreach Coordinator - 0.65 FTE	32,716 Provide job duties as noted in Attachment B, Page 7 of 10 (salary + fringe benefits)
8. OS - Outreach Specialist - 1.75 FTE	70,000 Provide job duties as noted in Attachment B, Page 8 of 10 (salary + fringe benefits)
9. OS - Program Manager - 0.20 FTE	15,000 Provide job duties as noted in Attachment B, Page 9 of 10 (salary + fringe benefits)
10. OS - Program Assistant - 0.60 FTE	22,484 Provide job duties as noted in Attachment B, Page 10 of 10 (salary + fringe benefits)
11. OS - Clothing	3,000 For purchase of clothing to assist with engaging homeless veterans.
12. OS - Supplies	8,000 For purchase of hygiene products and other basic necessities to assist with engaging homeless veterans (examples: blankets, first aid kits, sunscreen, moist towelettes, resource guides, etc.)
13. OS - Food	3,000 For purchase of emergency food and water to assist with engaging homeless veterans (examples: granola bars, crackers, canned goods, dried fruits, meals ready-to-eat or MRE, and other non-perishable and healthy options)
14. Transportation	12,806 For payment of van costs including lease, maintenance/repair, and fuel costs, associated with program participant transportation, including bus passes/tokens
15. Operating Costs - Insurance	2,500 For payment of Organizational Insurance Costs.
16. Operating Costs - Equipment	5,500 For payment of computer equipment and/or maintenance.
17. Operating Costs - Telecommunication	3,978 For payment of landline phones.
18. Operating Costs - Office Supplies	3,500 For payment of office supplies such as pens, paper, copier rental, etc.
<b>TOTAL SUPPORTIVE SERVICES</b>	<b>251,484</b>
<b>TOTAL SUPPORTIVE SERVICES (Activities Request)</b>	<b>251,484</b>
Administration (3%)	7,545 For administration of grant (3%=\$7,545; City of Long Beach 4%=\$10,059).
<b>AGENCY MATCH (CASH or IN-KIND)</b>	<b>64,757</b> Subrecipients required match (Cash or In-Kind). Total Activities plus Admin x 25%.



**UNITED STATES VETERANS INITIATIVE**  
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**Case Manager**

**Position:** *The Social Work Case Manager for United States Veterans Initiative is responsible for the coordination and supervision clinical services delivered to the veterans in the Transitional Housing Program. This position reports directly to the Clinical Director. He/she will help supervise program staff including Americorps Case Managers and Interns. He/she will serve as liaison with community based service agencies.*

**Major Duties & Responsibilities:**

- ❖ Should have knowledge of community employment agencies and procedures.
- ❖ Must be able to maintain a caseload of up to 30 veterans.
- ❖ Is responsible for clinical and administrative duties associated with the program, which includes the following:
  - ❖ Screen veteran's eligibility for program.
  - ❖ Facilitate intake process.
  - ❖ Identify education and training goals.
  - ❖ Identify mainstream needs and facilitates the process
  - ❖ Maintain, track and record client's progression through program phases.
  - ❖ Assist clients to alleviate or reduce employment barriers.
  - ❖ Perform interventions and crisis oriented counseling.
  - ❖ Conduct individual and group counseling sessions.
  - ❖ Facilitate cognitive, sobriety support and 12 step groups.
  - ❖ Perform random urine testing.
  - ❖ Weekly case file reviews.
  - ❖ Provide educational materials and training for staff
  - ❖ Performs other duties as required.
  - ❖ Other duties as assigned.

**Qualifications:**

- Master's degree in Social Work or other Social Science field preferred. Relevant employment experience may substitute for degree requirements.
  - Experience in program management, staff supervision, program development, clinical intervention and case management.
  - Experience working with homeless veterans preferred
  - Ability to communicate and work effectively with a diverse group of residents, staff and community members.
- Good oral and written communication skills.



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***Permanent Housing Program Coordinator***

*The position of Permanent Housing Program Coordinator reports directly to the Clinical Director of U.S.VETS and is responsible for the coordination and supervision of project-based and scattered-site permanent housing programs. The main function of these programs is to assist homeless, disabled veterans and their families to obtain and maintain long-term housing.*

**Responsibilities:**

- Assists with the development of a therapeutic milieu in accordance with U.S.VETS' mission and philosophy
- Develops and maintains collaborative relationships with community partners
- Establishes scattered-site housing units in the community
- Manages and assists with operations and property management of project-based permanent housing programs
- Assists with the development of client care guidelines for veterans and their families in permanent housing settings and ensures that legal requirements are met
- Assists with new client intakes, evaluations, and placements of veterans and their families who are in need of services
- Collaborate with Clinical Director to supervise Case Management, Outreach, and support staff providing permanent housing services to veterans and their families
- Performs outreach to veterans with disabilities and their families and provides case management as needed
- Performs crisis intervention, staffings, and home visits to address client needs and issues
- Supervises data entry and updating of the Homeless Management Information Systems and responsible for accuracy of data
- Responsible for data entry and management of program databases to compile demographics, track services, and generate reports
- Responsible for fiscal management of supportive services and leasing funds and assists with budget tracking
- Responsible for handling petty cash, compiling required documentation, and submitting timely expense reports
- Develops and updates client forms and lease agreements as necessary
- Conducts internal audits of client charts and data to ensure compliance with regulations
- Supervises development of Individual Action Plans (IAP) in collaboration with case managers
- Maintains overall organizational integrity within the program and compliance with all federal and other regulations
- Available for on-call emergencies
- Other duties as assigned

**Requirements:**

- Bachelor's Degree in social services or other related field required.
- Minimum of 2 years of supervisory experience in related field. Two years of employment at U.S.VETS may substitute for supervisory experience.
- Experience working with homeless and/or veteran population preferred.
- Ability to work effectively with a diverse group of clients, staff, and community members.
- Excellent written and oral communication skills.
- Leadership and conflict management skills.
- Demonstration of personal and financial integrity in the workplace.
- Ability to take direction, work independently with minimal oversight, and to work within a team.
- Computer proficient in Microsoft Office and Internet.
- Driver license with no violations on driving record for past 3 years and own transportation required. Company vehicle will be available for any transporting of clients.

*United States Veterans Initiative is a non-profit organization whose mission is the successful transition of military veterans and their families through the provision of housing, counseling, career development and comprehensive support.*

REV 10/24/14

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**UNITED STATES VETERANS INITIATIVE**  
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**Workforce Development Manager (Regional)**

This position reports directly to the Site Director and is responsible for the overall development and management of all Employment Development Programs administered from this site. The goal of these programs is helping homeless veterans reach their highest level of independence through training, education, and career-centered employment.

**Responsibilities:**

- Management of all Employment Programs
- Meet regularly with all Site Staff
- Supervise all Employment Staff
- Clinical oversight of Vocational Planning & Case Management
- Coordinate with EDD, VA and other employment/training partners
- Direct Work with homeless veterans including intake, assessment, crisis intervention, and case management
- Facilitate trainings & workshops for veterans
- Client Tracking

**Requirements:**

- Bachelors Degree in Vocational Development, Business Administration, or related field and/or substantial related employment experience
- Experience working with homeless and/or veterans
- Ability to communicate and work effectively with a diverse group of clients, staff, and community agencies and employers
- Ability to train veterans
- Good oral and written communication skills
- Leadership and team building skills
- Experience managing large team of diverse individuals
- Experience meeting federal and/or state grant requirements



**UNITED STATES VETERANS INITIATIVE**  
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**Career Counselor**

This position reports directly to the Workforce Development Coordinator, the Career Counselor works with clients in establishing and retaining employment. The Career Counselor also establishes employer and community linkages essential to the development of job opportunities for program clients.

**Responsibilities:**

- Works with clients to develop an Individual Employment Plan; assesses any barriers to employment
- Maintains primary responsibility for the tracking of the client's progress through his or her particular employment program, and documents such progress in the case note section of the client file
- Ensures all required documents are present, complete, signed by the veteran and career counselor, and placed in the correct order in his/her file
- Assist the veteran with the planning of short term and long term employment goals
- Provide individualized assistance to veteran in developing cover letters, resumes and obtaining other supportive services
- Assists in quality management activities, data collection, and preparing reports
- Facilitates groups or classes, i.e., Job Placement, Job Retention, Employment Barriers, computer skills, Motivation, Money Management, etc.
- Makes presentations of clients' employment backgrounds to prospective employers

**Requirements:**

- A Bachelors Degree in Human Services or a related field preferred, experience considered in place of degree
- Experience in dealing with clients possessing multiple barriers to employment
- Strong written and oral communication skills
- Professional manner and appearance
- Experience working with homeless and/or veterans a plus
- Ability to work independently and within a team
- Ability to take direction
- Ability to work effectively with diverse group of clients, staff, and community members
- Strong Computer/Internet skills



**UNITED STATES VETERANS INITIATIVE**  
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**CLINICAL DIRECTOR**

**Duties and Responsibilities**

Reports to the Site Director. Implements, and manages programs that provide substance abuse treatment and clinical counseling to veterans at Villages at Cabrillo. Coordinates with Workforce Development Director for Employment Services.

1) Clinical programs at Villages at Cabrillo Include:

- Residential Substance Abuse Treatment Program
- ADVANCE job reentry program
- VIP job reentry program
- Shelter Plus Care Seniors Program
- Veterans Transitional Housing

Responsibilities include: Enforce program policies and procedures, supervise Veterans Initiative Case Managers, monitor expenses, supervise evaluation of veterans for discharge into ADVANCE and VIP Programs (Jobs program), and transitional housing at Cabrillo, community outreach, resource development, liaison with Long Beach VA.

- 1) Coordinate Residential Treatment services with Long Beach VAMC Staff.
- 2) Identify funding resources, write proposals and implement programs with Greg McCormack and Program Administrator.
- 3) Develop relationships with local social service agencies to provide services as needed.
- 4) Coordinate services with other Cabrillo providers.
- 5) Supervise and train AmeriCorps members within the Clinical Departments.
- 6) Organize monthly statistics, analyze, and develop needed resources with the Program Administrator.
- 7) In association with Greg McCormack, coordinate the needs of the Outreach team and site at our programs at Friday Manager's Meeting.

**Qualifications**

- \* Bachelor's Degree a must, Masters preferred
- \* Strong interpersonal skills
- \* Strong oral and written communication skills
- \* Willingness to learn
- \* Ability to motivate others
- \* Self starter
- \* Ability to identify client concerns within a therapeutic atmosphere
- \* Team player



**UNITED STATES VETERANS INITIATIVE**  
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**Outreach Coordinator**

**Position:** *The Outreach Coordinator for United States Veterans Initiative is responsible for the coordination and supervision of services delivered to the veterans in the Outreach Team. This position reports dually to the Site Director and the Clinical Director. He/she will help supervise program staff. He/she will serve as liaison with community based service agencies.*

**Major Duties & Responsibilities:**

- Coordinate staff outreach to shelters, treatment programs, transitional housing, sober living programs, soup kitchens and other locations where the homeless may congregate to publicize services for homeless veterans.
- Oversee the maintenance of outreach client information database and referrals to the programs. Track veterans referred for program entry and screening appointments.
- Network with staff at C.B.O.C. and VA to verify veteran's benefits for entry into the Veterans In Progress Program.
- Supervise outreach mailings of upcoming projects and participate in special events sponsored by the Outreach Team.
- Attend weekly scheduled outreach, clinical, and resident meetings.
- Supervise the submission of time sheets, mileage logs and other required documentation accurately and in a timely fashion.
- Develop and maintain collaborations with local service providers.

**Qualifications:**

- Master's degree in Social Work or other Social Science field preferred. Relevant employment experience may substitute for degree requirements.
- Experience in program management, staff supervision, program development, clinical intervention and case management.
- Experience working with homeless veterans preferred
- Ability to communicate and work effectively with a diverse group of residents, staff and community members.
- Good oral and written communication skills.





UNITED STATES VETERANS INITIATIVE  
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**Outreach Specialist**

The function of this position is to provide administrative and outreach activities for United States Veterans Initiative – Long Beach. The Outreach Specialist reports directly to the Outreach/VIP Coordinator.

Duties & Responsibilities:

1. Visit facilities i.e. shelters, treatment programs, transitional housing, sober living programs, soup kitchens and other locations where the homeless may congregate to publicize services for homeless veterans.
2. Maintain outreach client information database and referrals to the programs. Track veterans referred for program entry and screening appointments.
3. Network with staff at C.B.O.C. and VA to verify veteran's benefits for entry into the Veterans in Progress Program.
4. Assist with mailings of upcoming projects and participate in special events sponsored by the Outreach Team.
5. Attend weekly scheduled outreach, clinical, and resident meetings.
6. Maintain and submit time sheets, mileage logs and other required documentation accurately and in a timely fashion.
7. Develop and maintain collaborations with local service providers.

Qualifications:

1. Strong oral, written and communication skills.
2. Strong organizational skills.
3. Knowledgeable of community resources.
4. Ability to work within a team a plus.
5. Proficient in computer applications specifically Microsoft Word, Access and/or Lotus Approach and Excel a plus.
6. Driver's license and transportation a must.



## “SERVING THOSE WHO SERVED”

### Program Manager

*This position reports directly to the Executive Director of U.S.VETS and is responsible for the coordination and supervision of all services and programs delivered by United States Veterans Initiative (U.S.VETS). The main function of these programs is to assist homeless veterans and their families to achieve their highest level of independence and successfully transition to and maintain permanent housing.*

#### Job Responsibilities:

- Develops a therapeutic milieu in accordance with the U.S.VETS Mission and Philosophy.
- Monitors programs and departments' progress in meeting goals and objectives.
- Develops and maintains collaborative relationships with community partners to include the Veterans Administration, the local Continuum of Care, housing facilities, landlords, donors, funders, agencies and programs to successfully deliver services to veteran clients and their families.
- Supervises Program Team in delivery of services, which include but are not limited to: community service, workstations, transportation, veteran/client appointments, monitoring and/or collection of weekly class schedules for clinical team, UA/BA screenings and inventory of evaluation and monitoring supplies, housing maintenance oversight, room inspections/general monthly cleaning of client rooms, and participation in daily community meetings.
- Supervises Workforce Coordinator in performance of duties related to workforce development and job readiness for client population, supervises performance goal outcomes, and provides updates to Clinical and Executive Directors.
- Supervises and provides oversight for facility maintenance and processes related to site maintenance and repairs.
- Supervises Veteran Services Coordinator to ensure residential assistance needs of clients are met
- Supervises Outreach Coordinator and strategizes to ensure high rate of bed utilization
- Supervises Supportive Services for Veteran Families Program Coordinator to ensure implementation of SSVF services and meeting of program goals
- Facilitates regular meetings with program staff and report on program progress and outcomes to Executive Director.
- Maintains overall organizational integrity within the site and compliance with all federal and other regulations.
- Identifies and develops additional programs/resources at the site in conjunction with Executive Director.
- Oversees client care guidelines and ensure that legal requirements are met in collaboration with the Clinical Department.
- Provides direct service to clients through crisis intervention, counseling, case management, client grievance/dispute resolution, outreach, and other service activities as necessary.
- Maintains U.S.VETS-owned vehicle inventory, including maintenance schedule, staff driving schedule, and have ability to safely operate vehicle.
- Oversees Food Service Operations, up to and including client food service workers, meal orders, and meal count tracking.
- Ensures all inventory accepted and given out is properly received and documented, as well keeping an accurate inventory of supplies.
- Ensures site readiness related to emergency supplies and proper amount of emergency food in storage.
- Participates in weekly Programs Conference Call facilitated by U.S.VETS National Office designee.
- Performs crisis intervention, client staffing, and home visits as needed to address client needs and issues.
- Works with Operations and Clinical department regarding the collection and tracking for Program Rents.
- Assists with developing and updating client forms and program policies.
- Assists with administration of payroll by reviewing time sheets of direct reports for accuracy and ensuring timely submission.
- Coordinates special projects as identified by Executive Director.
- Other duties as assigned.

#### Minimum Requirements:

- Bachelors or Master's Degree in Social Work, Public Administration, Non-Profit Management, or related field is required.
- Ideal candidate will possess at least two years' experience in program management, staff supervision, program development, and budget management as related to programs.
- Experience working with veterans, homeless individuals, disabled individuals, and/or families in need and culturally diverse populations.
- Ability to communicate and work effectively with diverse groups of individuals, to include clients, staff, and community stakeholders.
- Leadership and Conflict Management skills essential.
- Excellent written and oral communication skills.
- Demonstrated personal and financial integrity in the workplace and a strong work ethic.
- Clean driving abstract with capability to safely operate agency-owned vehicles to include 15-passenger van.
- Ability to work independently and within team-approach environment.

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REV 9.10.14



## "SERVING THOSE WHO SERVED"

### *Program Assistant*

*Under the direction of the Operations Manager, the Program Assistant is responsible for enhancing organizational support of programs through client record retention, client program fee collection and reporting, petty cash distribution and tracking, invoice reconciliation, supply ordering, event coordination, and aiding in the overall operation of programs to best serve veterans.*

#### **Responsibilities:**

- Responsible for overseeing and maintaining central databases of clients and program information and ensures compliance with grant-mandated systems
- Supports Case Management department in maintaining files, preparation for audits, and correction of any deficiencies
- Collects and tracks program rents to include providing receipts to clients, maintaining rent calculation worksheets and waivers, and providing reports to Program staff
- Collects and tracks program rents to include providing receipts to clients, maintaining rent calculation worksheets and waivers, and providing reports to Program staff Collects, reconciles, tracks, and deposits any other site cash accounts, money orders, and checks such as donations received or site store revenue
- Monitors and maintains supply inventory, coordinates purchases with approval, submits purchase orders, allocates expenses, and monitors vendor balances
- Coordinates with Program staff for requesting supportive service funds to meet client needs
- Assists with accounting functions and coordinates with Accounts Payable to ensure all deposits and expenses are submitted and posted timely
- Assists with grant applications, reports, budget tracking, and billings
- Assists in recording cash and in-kind contributions and maintaining database of contributors for mailings and solicitations to support programs
- Coordinates shipping and post office mailings and tracks receipt of products and donations
- Plans annual and other periodic events for donors, partners, clients, and staff
- Assists with program-specific activities as needed such as client screenings, assessment for eligibility, intake documentation, and orientation
- Assists with human resources activities to include posting positions, pre-screening candidates, scheduling interviews, coordinating orientation and training, and tracking evaluation and eligibility dates
- Assists supervisors with coordinating staff training and ensuring proper payroll allocations
- Assists with maintaining Operations Manual and regular review and update of program and organization policies
- Provides direct and confidential support to management, staff members, and interns
- Other duties as assigned

#### **Requirements:**

- Bachelor's Degree in Social Services, Accounting, Non-Profit Management or related field. Minimum of 2 years of relevant experience may substitute for a degree.
- Strong computer skills and proficiency in Microsoft Office
- Highly organized with attention to detail
- Able to work independently & responsibly
- Excellent communication skills, both oral and written
- Knowledge of veteran issues, homelessness, and local services a plus
- Enthusiasm, Positive Attitude, Team Player, Flexibility, & Creativity
- Ability to listen, take direction, and make sound decisions
- Ability to organize and implement both short-term and long-term projects and programs

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REV 1.24.14

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