



Veteran Employment and Support Specialist

Position Summary:

Are you passionate about helping veterans overcome barriers to stable employment? Join our team as a **Veteran Employment and Support Services Specialist**, where you'll play a critical role in empowering veterans experiencing or at risk of homelessness to achieve meaningful, long-term employment in high-demand fields.

In this position, you will provide **comprehensive career services** using a **trauma-informed, veteran-centered approach**—including outreach, intake, assessment, individualized career planning, job readiness training, placement and post-placement follow-up. You will serve as a connector between veterans and a robust network of community partners, employers, housing providers, and American Job Centers to ensure veterans receive the employment, training, and supportive services they need for lasting success.

Key Responsibilities:

- Conduct **outreach and engagement** with veterans experiencing or at risk of homelessness, meeting them where they are in the community or in our program office.
- Perform **intake and eligibility screening**, guiding veterans through program enrollment.
- Deliver **comprehensive assessments** of employment history, barriers, skills, and service needs.
- Provide **individualized case management**, including the development of veteran-centered employment plans.
- Connect veterans to **job-driven training opportunities**, including WIOA-funded training, apprenticeships, and in-demand credential programs.
- Develop and maintain **strong partnerships** with employers, housing providers, medical/clinical supports, and educational institutions.
- Collaborate with American Job Centers and other employment partners to **maximize training, placement, and retention outcomes**.
- Conduct **employer engagement** and job development activities; create and distribute job orders to match veteran skills and interests.
- Provide **ongoing follow-up and retention support** post-employment to ensure long-term career success.
- Other duties as assigned.
- **Ideal Candidate Will Have:**
 - A passion for serving veterans and addressing employment challenges.
 - Demonstrated experience working with populations facing significant barriers to employment, such as homelessness, justice involvement, or behavioral health challenges.
 - Ability to form and maintain collaborative relationships across sectors.
 - A solutions-oriented mindset and strong case management and workforce development skills.

Minimum Qualifications:

- Bachelor's degree in Social Work, Human Services, Education, Business, or related field.
- At least **2 years of experience** in workforce development, case management, veteran services, or vocational counseling.
- Lived experience as a veteran or experience working directly with veterans strongly encouraged.
- Familiarity with WIOA services, supportive housing systems, and employment-readiness best practices is highly valued.

Skills & Attributes:

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and documentation skills.
- Ability to work independently while collaborating with a multidisciplinary team.
- Culturally competent and trauma-informed.
- Comfortable navigating digital case management systems, job boards, and Microsoft Office tools.
- **Other Requirements:**
- Valid driver's license, vehicle, and proof of insurance.
- Flexibility to conduct field-based services and travel throughout the Chicagoland area.

Work Environment:

- This is an office and **community-based position** involving regular travel to shelters, housing providers, community partners, and employer locations.
- This is not a remote position.
- **Job Type:** Full-time
Pay: \$50,000 - \$54,000 per year
Location: Chicago, IL and surrounding areas

About the Program:

This position is funded through the Homeless Veterans' Reintegration Program (HVRP)—a federally supported initiative focused on delivering high-quality employment outcomes for veterans experiencing or at risk of homelessness. Our team is committed to holistic, veteran-centered service delivery that addresses not only job placement, but also the real-life barriers veterans face in their transition to stability.

Special Knowledge and Qualifications:

- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Is open and respectful of cultural and socioeconomic characteristics of clients and is willing and competent to work with a diverse client population.
- Experience working with teenagers, young and older adults in impoverished communities.
- Experience or ability to use computers for data entry, communication and report writing.
- Must possess vehicle and current, valid driver's license and insurance.

COMPENSATION

- Commensurate with experience
- Excellent benefits including health/dental insurance, sick/vacation time

Position Status: Exempt

Salary Grade: Created: July 15, 2025

Work Environment: This position requires direct contact with clients in the community and with employers/business partners throughout Chicago land and its surrounding suburban communities.

Name:

Date: