

Job Title: Veterans and Spouse Transitional Grant Program Coordinator

Location: Greater New Bedford, MA

Duration: This is a temporary position with an opportunity for permanent with grant renewal

Overview:

The Veterans and Spouse Transitional Grant Program Coordinator is a key position responsible for managing casework and coordinating the program activities related to a specialized upskill initiative for veterans and their spouses. This role works in close collaboration with the local MassHire Career Center (MCC) and the Disabled Veterans' Outreach Program (DVOP) to support participants in overcoming employment barriers, coordinating training for careers in local priority industries, job readiness and placement services, and aligning employment plans with the grant's goals. The ideal candidate will be responsible for case management and program coordination for grant activities.

Key Responsibilities:

- Conduct Initial Assessments for all Veterans and Spouses entering the MCC
- Refers Candidates to the DVOP for appropriate referrals and services
- Receives referrals for appropriate candidates and conducts intake
- Inform participants about Career Center services, follow up on previous engagements, and determine the success of prior services while offering additional support as needed
- Identify service or training needs and ensure appropriate services and training relevant to career readiness in priority industries
- Serve as the primary case manager for veterans and spouses in the Veterans and Spouses Transitional Assistance program, guiding them through career pathways and employment plans.
- Maintain regular 30-day contact with a caseload minimum of at least 20 participants via telephone, email, and personal appointments.
- Accurately input and maintain participant data by adhering to MOSES data entry practices for both interested and enrolled participants
- Provide ongoing support by connecting participants to appropriate internal and external service referrals, training programs, and job opportunities in collaboration with the DVOP.
- Research and provide information to interested and enrolled participants on labor market trends and workplace issues.
- Offer services such as resume and cover letter review, job search strategies, labor market information, job referrals, and appropriate workshop referrals.
- Coordinate grant activities, ensuring program goals and metrics are achieved and documented.
- Conduct outreach and maintain regular communication with participants to monitor progress and adjust plans as needed.
- Market and recruit program participants for related programs in the local area
- Track and report on performance metrics, including participant engagement, job placement rates and retention, training completion, and wage progression.
- Assist with compiling data and preparing reports for grant oversight.

Preferred Qualifications:

- Experience in case management, preferably within workforce development or social services, focusing on veterans' services.
- Familiarity with labor market information and career pathways in Healthcare, Advanced Manufacturing, IT, or Renewable Energy.
- Excellent communication and organizational skills, with an ability to manage multiple participants' needs and program activities simultaneously.
- Ability to work effectively in a collaborative team environment with MCC staff, MWB leadership, and external partners.
- Familiarity with the population being serviced, with knowledge and understanding of local needs and resources
- Demonstrated computer skills, with experience using Word, Excel, and other data entry systems

Preferred Qualifications:

- The ideal candidate will have military experience or be a spouse of a Veteran
- Understanding of the MassHire Workforce Development system
- Bachelor's degree in Human Services, Social Work, or a related field preferred and/or relative experience working with veterans and/or military families

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to taylor@mhgnb.com by 5:00 PM on November 7, 2024.