



# PROJECT UNITY

FOR EMPOWERMENT, FOR HOPE

## Outreach, Recruitment, Engagement and Follow Up Specialist (OREF)

**REPORTS TO:** *Fresh Start 4 Vets Supervisor*  
**FULL TIME POSITION:** *M-F, 40 Hours Weekly*

**JOB SUMMARY:** Performs and ensures the completion of a variety of administrative and professional duties to accomplish the goals of the Fresh Start 4 VETS program, to include, but not be limited to, comprehensive outreach, recruitment, engagement and follow up of homeless veterans in seven counties of the Brazos Valley Region: Brazos, Burleson, Grimes, Robertson, Madison, Leon, and Washington counties.

### **JOB RESPONSIBILITIES:** OREF

- Conducts outreach, recruitment, engagement and follow up activities of homeless veterans and create awareness in the 7 county Brazos Valley region
- Engage employers to hire veterans.
- Conducts Intake/Assessment to assist Case Managers
- Completes all forms related to Fresh Start 4 VETS program, specifically wages from Employers that employ veterans
- Responsible for ensuring that all required documentation is collected and recorded, completely and accurately
- Attends all required trainings for Fresh Start for VETS program
- Assists with resource and referral services if indicated in individualized employment plan
- Other duties as assigned

### **EXPERIENCE AND QUALIFICATIONS:**

- An associate's degree or higher in a health and human service field **OR**
- A veteran who desires to work with veterans **OR**
- Two (2) years of direct service experience in a health and human services field.
- Bachelor's degree preferred; veteran preferred; bilingual a plus
- Must possess excellent, demonstrable written and verbal communication skills
- Must be proficient in computer skills with a working knowledge in WordPerfect, Excel and Microsoft Word
- Must have experience working with a diverse group of people from all walks of life
- Must possess a positive attitude

**Benefits are included with this position**

Please email your resume to: [emcgruder@project-unity.org](mailto:emcgruder@project-unity.org) for consideration.