

**United Way of Escambia County
Position Description**

Position/Title: MYFLVET Resource Specialist

Incumbent/Candidate: New Position

Reports to: 2-1-1 Director

Exempt/Non-exempt: Non-exempt

General Purpose:

To build connections with Veteran-serving agencies to better develop and manage resource information.

Position Summary

The primary responsibility of the Resource assigned to MYFLVET is to apply the tools developed in his/her own recovery/experiences as well as the philosophy and values of the Florida Peer Network in order to better develop and manage resource information. The RS assists with the organizational effectiveness of the resource department by maintaining the 2-1-1 resource database; MOU/MOA development/updating related to Veteran-specific resources and participating in the agency's Quality Assurance process.

Duties and Responsibilities

- Attain certification as a Recovery Peer Specialist within 18 months of hire
- Actively implement the values, philosophy and standards of the Recovery Peer Specialist
- Demonstrate competency in the field of peer recovery
- Model relationship building, based on the tenets of peer support, with callers, volunteers and coworkers
- Model the attributes of respect, trust, sensitivity and confidentiality to callers, volunteers and coworkers
- Actively participate in ongoing supervision, training and team meetings
- Assist with the organizational effectiveness of the resource department by maintaining the 2-1-1 resource database which includes the following sub-directories: veteran support services, transportation, early childhood, alcohol/substance abuse and mental health.

Education and Experience

- High school diploma or equivalent is required.
- U.S. veteran of a branch of the United States Military Forces including the Coast Guard and National Guard (retired or reservist) required.
- Copy of DD-214 required as proof of military service.
- Paid, or unpaid, peer support experience is a plus. Certified Peer Specialist - Veteran a plus.
- Above average computer skills; including experience working in Microsoft Office environments is required.
- Experience in working with an Information & Referral database and knowledge of national classification standards (AIRS/INFO LINE Taxonomy) is a plus.

Physical Requirements:

- Sit at work station for long periods (4-6 hours)

Key competencies:

- Mission focused
- Strong interpersonal skills
- Relationship-oriented
- Collaborator
- Results driven
- Team builder
- Self-management