



MSW Client & Intern Coordinator (FT- position)

Zero8hundred was launched in January 2015 and is committed to effectively assisting military service members, recent Veterans, and their spouses through the challenges of transition from active-duty service to civilian life in the Southern California community. **Zero8hundred** coordinates community resources for transitioning service members, recent Veterans, and their families; directly connecting them to the critical transition resources they need to thrive in Southern California after they separate from active-duty service. The services provided by **Zero8hundred** include peer counseling and referrals to post-military employment preparation and placement, educational opportunities, health and wellness services, basic needs assistance and social/community connections – all part of a holistic veterans' wellness model. **Zero8hundred** programs are available to those interested in living, working, going to school, or drilling in Southern California (San Diego, Orange, Riverside, Imperial, or San Bernardino counties) following separation from active-duty service. Additionally, **Zero8hundred** provides its same services to Gold Star spouses and veterans, within a year of separation from active-duty service, as well as Reservists and California National Guardsmen following any 30+ day/out of area mobilization or activation. TSMs are eligible for **Zero8hundred** programs regardless of rank, rate, branch of service, discharge status, disability, or length of service. All **Zero8hundred** programs are available at no cost to those being served.

The **Zero8hundred** organization is seeking a highly motivated MSW Client and Intern Coordinator who can support the overall organization as a lead Master Social Worker. This MSW Client and Intern Coordinator has the primary responsibility of leading the Intern program as the Field Instructor for the organization while also managing a case load of transitioning service members.

This position is a full time, salaried position with the general hours being Monday through Friday 9-5pm; these hours may be subject to change with short notice. The work location for this position is expected to be in person and is physical located at 4420 Hotel Circle Court, Suite #250, San Diego CA 92108.

Key Duties and Responsibilities

- Oversees **Zero8hundred** internship program
- Manages client case load of transitioning military service members
- Fosters and maintains community partner relationships
- Represents **Zero8hundred** in virtual and in-person community meetings
- Communicates directly with Program Director to ensure program efficacy

Field Instruction: (60%)

- Maintains relationships with Universities' who offer Accredited Bachelor and Master's degree programs in Social Work expanding referrals for field placement internships.
- Conducts interviews of potential interns following Zero8Hundred interviewing policies and working in conjunction with Program Director and organization leadership.
- Facilitates all intern onboarding, training, and supervision of BSW and MSW Candidates
- Reports all required information back to universities in a timely manner
- Communicates directly with Program Director to ensure program efficacy

Case Management: (35%)

- Conducts bio-psycho-social assessments and follow up check-ins with clients enrolled in **Zero8hundred** program.
- Assists assigned TSMs with crafting and executing their individual transition plans (ITPs) through supportive counseling methods.
- Identifies the vetted resource providers and opportunities uniquely best suited to meet TSMs' transition needs and makes "warm hand-off" referrals to connect TSMs to those resources.
- Conducts frequent wellness check-ins through telephone calls, emails, video conferences and office meetings to ensure TSM well-being and to monitor their progress towards executing their transition goals.
- Records and updates all TSM data and outcomes in the **Zero8hundred** case management database and other tracking software for follow-up and reporting.
- Consults with the Program Director when clinical concerns arise beyond the scope of training.
- Supports the Program Director and CEO with day-to-day program operations and administration as requested.

Community Outreach: (5%)

- Continues to learn about issues, resources and opportunities related to TSMs and shares this knowledge broadly with the **zero8hundred** Programs Team.
- Identifies, cultivates, and maintains effective working relationships with representatives from a wide variety of resource providers, partner organizations and other stakeholders in the military/veteran support community.
- Represents **zero8hundred** at partner and collaborative meetings and participates in internal and external committees and staff meetings as requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Knowledge, Skills, and Abilities

- MUST have earned a Master's in Social Work (MSW) from an accredited university at least 2 years prior to position start date.
- Experience as a veteran, military spouse, dependent or otherwise military-connected preferred.
- MUST have a valid Driver's License and current car insurance.
- MUST have a minimum of 2 years of client case management experience. Client case management experience with veterans or active-duty military service members or their spouses strongly preferred.
- Experience and comfort with public speaking and making presentations preferred.
- Experience developing positive, professional working relationships, across a variety of organizations, including, but not limited to, government agencies, non-profits, and private sector employers, with an ability to promote a unified, collaborative approach to care within these agencies preferred.
- Experience using MS Office, SalesForce and case management software preferred.

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Physical Requirements and Work Environment: Work is typically performed in an office setting; employee regularly sits at a computer station and operates electronic equipment; occasionally lifts, carries, and positions objects weighing up to 20 pounds. Position involves regular use of a computer and keyboard, telephone, and face-to-face communications. Employee should be able to communicate clearly and professionally in all-of these manners. Employee may

spend extended periods of time sitting, standing, walking, and driving including ride sharing possible long distances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation: The salary for this full-time, exempt position is competitive and commensurate with experience. Company benefits include 100% employer-paid medical and dental benefit coverage, 100% employer-paid life insurance, paid time off to include: designated holidays, vacation leave and sick leave, Simple IRA/Employer matching retirement plan, annual professional development stipend and business expense/mileage reimbursement.

Additional Information: This position requires a criminal background check prior to hire. No relocation offered.

Zero8hundred, Inc. provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

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