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**POSITION ANNOUNCEMENT**

**Veteran Human Services Specialist IV**

Performs social service or case management work for the Central Texas Aging Disability and Veterans Resource Center (CTADVRC). Work involves developing care plans and monitoring spending for the Veterans Directed Program. This position also requires knowledge of veterans and community based long term services, caregiver respite services, Caregiver education to assist veterans and their caregivers to access care.

**STATE CLASSIFICATION JOB DESCRIPTION:**

Human Services Specialist IV, Class Code 5703, Salary Group B14

**BEGINNING SALARY RANGE: $34,144 to $43,139**

**EXAMPLES OF WORK PERFORMED**

* Provides casework services for adults with physical, mental, emotional, and social problems;
* Instructs clients in the proper use of services;
* Interviews clients, their families and friends, or authorized representatives to collect information necessary to determine program eligibility or to obtain social and developmental history and status;
* Certifies service eligibility, computes benefit amounts, and determines certification period lengths;
* Explains program benefits, requirements, rights of appeal, and fair hearings to clients and their families;
* Monitors clients’ case status and communicates status to their families and relevant service providers; and
* Assists in conducting life needs assessments and participates in developing client support plans.

EXPERIENCE AND EDUCATION

Experience in human services work. Graduation from an accredited four-year college or university with major coursework in human services, social science, business, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

* Knowledge of Veterans, community and government service delivery systems and case management delivery systems; of case guidelines, regulations, and policies; of interviewing techniques; of mental illness and the emotional components of physical illness; of rehabilitation methods; of individual needs associated with disabilities; and of community welfare resources.
* Skill in interviewing, and in conducting individual needs assessments.
* Ability to convey instructions and explanations to clients and interested parties, and to negotiate available services.

***Please submit Via Email:***

1. Resume and
2. Completed [Central Texas Council of Governments job application](https://web.archive.org/web/20190428150353/https:/ctcog.org/wp-content/uploads/2014/01/Employment_Application_Form-Revised-07.06.16.pdf) to:

Vorakarn Saipornchai

Executive Assistant

Central Texas Council of Governments

[vorakarn.saipornchai@ctcog.org](mailto:vorakarn.saipornchai@ctcog.org)

Position is open until filled.