



PTSD FOUNDATION  
OF AMERICA

## Veteran Coordinator II

The Veteran Coordinator will contribute to the mission of the PTSD Foundation of America is to bring hope and healing to Combat Veterans and their families suffering from the effects of combat-related Post Traumatic Stress. We attempt to bring healing by directly providing evidence-based peer-to-peer mentoring, both on an individual basis and in group settings.

**Job Description:** Performs intermediate skilled work in promoting overall success of the Outreach Program's mission as set forth by The PTSD Foundation of America by executing daily operations under direction of the General Manager.

**Responsibilities:** The Veteran Coordinator II has the following responsibilities and duties:

- Possess general knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Facilitate and promote Combat Trauma Support Groups while tracking attendance.
- Ability to work with colleagues, external audiences, and supportive services for Veterans.
- Responsible for the growth of support groups and member one-on-ones.
- Respond to Veteran-in-crisis situations.
- Track the progress of Veterans through Camp Hope and external programs.
- Participate in Veteran functions, fundraisers, and Community events.
- Keep management informed with detailed and accurate reports or presentations.
- Ensure relevant standards, process and regulations are upheld.
- Good report writing skills with exceptional interpersonal skills.
- Any additional duties as assigned.

**Requirements:** The Veteran Coordinator II should have the following skills, education, and experience:

- Associates (Bachelor's preferred) or Minimum 2 years of experience in recovery related field.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word)
- Has a go-getter attitude with the ability to deliver results and work autonomously.
- Proven experience facilitating meetings.
- ASIST Certification
- Completed 30-hour Care and Counsel for Combat Trauma class and Safe Talk
- Self-care activities which encompasses self-preservation of mind, body, soul and spirit to maintain safety, competence, and continue personal and professional growth.
- Willingness to travel frequently.

**Physical Requirements:**

- Regularly requires sitting or standing for extended periods of time.
- Occasional exposure to air and blood borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.

**Compensation:** The PTSD Foundation offers the following compensation:

- Salary: \$31,200 - \$41,600
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits