



PTSD FOUNDATION
OF AMERICA

Veteran Navigation Coordinator I

The Veteran Navigator 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: The Veteran Navigator performs intermediate skilled work in promoting the overall success of the Outreach Program's mission as set forth by The PTSD Foundation of America by executing daily operations under the direction of the Veteran Navigation Manager. This person must especially personify the values of the organization being the first contact veterans receive and continued correspondence in aftercare.

Responsibilities: The Veteran Navigator has the following responsibilities and duties:

- Possess some knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Maintains the most current working knowledge of Camp Hope Program policies and standards especially as they pertain to Camp Hope residents.
- Performs screening process for all incoming Veterans to Camp Hope.
- Knowledgeable of external resources in limited case management of Veterans incoming and outgoing.
- Update priority roster for incoming and prospective veterans to Camp Hope and other facilities
- Aftercare phone calls and follow-up on program progress or regression
- Performs needs assessments
- Tracks Veterans through Camp Hope and external programs and communicates progress or respective area representatives, managers, or necessary external personnel such as probation or parole.
- Ability to work with colleagues, external audiences, and supportive services for Veterans.
- Respond to Veteran-in-crisis situations.
- Participate in Veteran functions, fundraisers, and community events.
- Keep management informed with detailed and accurate reports or presentations.
- Ensure relevant standards, processes and regulations are upheld.
- Good report writing skills with exceptional interpersonal skills.
- Any additional duties as assigned.

Requirements: The Veteran Navigator should have the following skills, education, and experience:

- HS Diploma or GED (Associates preferred)
- Minimum 1 year 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.
- Self-care activities which encompass self-preservation of mind, body, soul and spirit to maintain safety, competence, and continue personal and professional growth.
- Experience facilitating meetings.
- 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 will provide the following compensation:

- Salary: \$20,800 - \$31,200
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits