

VISTA Assignment Description (VAD)

VISTA Member Job Title: Employment Specialist (Homeless Veterans)

Sponsoring Organization: University of Central Florida

Project Name: OSI AmeriCorps VISTA Project

Project Number: 3425872

Project Period: August 1, 2016 – July 31, 2017

Sub-site Name (if applicable): Goodwill Industries of Central Florida

Focus Area(s): Develops and maintains on-going productive relationships with local employers to cultivate employment opportunities for HVRP participants.

VISTA Assignment Objectives and Member Activities

Goal of the Project: The purpose of the Homeless Veterans' Reintegration Program (HVRP) is to provide services to assist in reintegrating homeless Veterans into meaningful employment within the labor force. Since its inception in July 2015, the HVRP has served almost 90 Veterans to date. Currently, we have only placed 50 of those served in employment. The starting salary goal is \$11.50 per hour. However, the average salary has been \$10.26 per hour.

Our goal is to assist the people we serve in gaining marketable skills so that they can increase their earning potential while building a better trained higher quality, and more educated workforce. HVRP intends to accomplish this by locating short-term training programs and employment opportunities that can increase the average wage and placement of our clients.

Objective of the Assignment (*Period of Performance: Ongoing*)

We are looking to increase our outreach efforts to employers and educational institutions that will provide the most opportunities for our participants.

Member Activities:

Step 1: Research and determine what short-term certification programs and employment opportunities (i.e. via job fairs, job board listings, and cold-calling) would be beneficial to the current employment needs and trends within the HVRP's three-county territory (Orange, Osceola, Seminole).

Step 2: Once the pertinent organizations have been identified, research additional potential community partners, employers, and training providers that HVRP could partner with.

Step 3: Organize business outreach flyers, job openings, and business contact information. Create and update spreadsheets and forms for tracking and reporting purposes. Assemble new client files.

Step 4: Assist Job Placement Specialist in developing and monitoring the Individual Employment Plan that contains an achievable vocational goal and measurable, time-limited goals and responsibilities that will lead to employment for the Veteran.