

**Supervisor**  
**(Job Number 002497356)**

**Employer:** VHRP KING  
  
N2665 HWY QQ  
KING, WI 54946  
<http://vafvets.org/>

**Work Site:** Waupaca County  
N2665 HWY QQ  
KING, WI 54946

**On Bus Route?** No

**Pay:** \$56,000.00 Per Year to \$60,000.00 Per Year

**Duration/Hours Per Week:** Full-Time, 40 to 45 Hours Per Week

**Shift/Work Days:** First  
Monday-Friday.

**Number of Openings:** 1

**Minimum Requirements of Employer:**

**Education:** Masters Degree Desired

**Professional Licenses / Certifications:** No Licenses or Certifications Requested

**Vehicle:** None

**Drivers License:**

**Type:** Class D - Regular (Auto, Light Truck, Moped)  
Required

**Endorsements:** No Endorsement Requested

**Age:** No Age Requested

**Experience / Qualifications:** At least 2 years of Director experience preferred.

Background check required. Notice for Job Seekers

**Duties and Responsibilities of the Job:**

- Plan for or coordinate office services, such as equipment or supply acquisition or organization, disposal of assets, relocation, parking, maintenance, or security services.
- Prepare and issue work schedules, deadlines, and duty assignments for office or administrative staff.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Recruit, interview, and select employees.
- Research, compile, and prepare reports, manuals, correspondence, or other information

required by management or governmental agencies.

- Resolve customer complaints or answer customers' questions regarding policies and procedures.
- Review records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitor work activities, or evaluate performance.
- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Analyze financial activities of establishments or departments and provide input into budget planning and preparation processes.
- Arrange for necessary maintenance or repair work.
- Consult with managers or other personnel to resolve problems in areas such as equipment performance, output quality, or work schedules.
- Develop or update procedures, policies, or standards.
- Develop work schedules according to budgets and workloads.
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Interpret and communicate work procedures and company policies to staff.
- Keep informed of provisions of labor-management agreements and their effects on departmental operations.
- Maintain records pertaining to inventory, personnel, orders, supplies, or machine maintenance.
- Make recommendations to management concerning such issues as staffing decisions or procedural changes.
- Monitor inventory levels and requisition or purchase supplies as needed.
- Participate in the work of subordinates to facilitate productivity or to overcome difficult aspects of work.

#### Benefits:

Insurance:	Health Insurance, Dental Insurance, Vision Insurance
Leave and Holidays:	Personal Leave
Retirement & Financial:	401K Plan

#### Company Profile:

The Veterans Assistance Foundation (VAF) is a 501(c)(3) non-profit corporation established in 1994 to identify and address the issues faced by Veterans and low income persons who are homeless or at risk of homelessness throughout our communities. In the City of Tomah, VAF operates ten low income apartments. We are remodeling 8 more apartments for rent by low

income. We also have a coffee shop and resale store where we offer job training and opportunities for community service and volunteering. In addition, VAF contracts with the Wisconsin Department of Veterans Affairs (WDVA) to operate the GPD Programs that they have consisting of a 30 bed facility in Chippewa Falls, a 26 bed facility in King, and a 31 bed facility in Union Grove and a 17 bed facility in Green Bay. We are an Equal Opportunity Employer.

### How To Apply:

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Résumé** To apply for this job, send your résumé or Job Center of Wisconsin Résumé to [faye.rainey@vafvet.org](mailto:faye.rainey@vafvet.org)

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Why is this aHot Job?

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**CLINICAL CASE MANAGER**  
**(Job Number 002486104)**

**Employer:** VHRP KING  
  
N2665 HWY QQ  
KING, WI 54946  
<http://vafvets.org/>

**Work Site:** Waupaca County  
N2665 HWY QQ  
KING, WI 54946

**On Bus Route?** No

**Pay:** \$24.00 Per Hour to \$25.00 Per Hour  
Based on experience

**Duration/Hours Per Week:** Full-Time, 40 Hours Per Week

**Shift/Work Days:** First  
Monday-Friday.

**Number of Openings:** 1

**Minimum Requirements of Employer:**

**Education:** Masters Degree Required

**Professional Licenses / Certifications:** MFT, LPC or LCSW  
CSAC

**Vehicle:** None

**Drivers License:**

**Type:** Class D - Regular (Auto, Light Truck, Moped)  
Required

**Endorsements:** No Endorsement Requested

**Age:** No Age Requested

**Experience / Qualifications:** No Experience or Qualifications Requested

Background check required. Notice for Job Seekers

**Duties and Responsibilities of the Job:**

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

- Assist clients in obtaining treatment goals, such as setting up appointments, arranging for transportation to appointments, or providing support.

- Counsel clients in individual or group sessions to assist them in dealing with substance abuse, mental or physical illness, poverty, unemployment, or physical abuse.
- Collaborate with counselors, physicians, or nurses to plan or coordinate treatment, drawing on social work experience and patient needs.
- Develop or advise on social policy or assist in community development.
- Educate clients or community members about mental or physical illness, abuse, medication, or available community resources.
- Interview clients, review records, conduct assessments, or confer with other professionals to evaluate the mental or physical condition of clients or patients.
- Modify treatment plans according to changes in client status.
- Monitor, evaluate, and record client progress with respect to treatment goals.
- Refer patient, client, or family to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy.
- Increase social work knowledge by reviewing current literature, conducting social research, or attending seminars, training workshops, or classes.
- Plan or conduct programs to prevent substance abuse, combat social problems, or improve health or counseling services in community.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support.

#### Benefits:

Insurance:	Health Insurance, Dental Insurance, Vision Insurance
Leave and Holidays:	Personal Leave
Retirement & Financial:	401K Plan

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**Supervisor**  
**(Job Number 002497235)**

**Employer:** VHRP UNION GROVE  
  
21425 SPRING STREET  
COTTAGE 16  
UNION GROVE, WI 53182-0109  
<http://vafvets.org/>

**Work Site:** Racine County  
21425 SPRING STREET  
COTTAGE 16  
UNION GROVE, WI 53182

**On Bus Route?** No

**Pay:** \$56,000.00 Per Year to \$60,000.00 Per Year

**Duration/Hours Per Week:** Full-Time, 40 to 45 Hours Per Week

**Shift/Work Days:** First  
Monday-Friday.

**Number of Openings:** 1

**Minimum Requirements of Employer:**

**Education:** Masters Degree Desired

**Professional Licenses / Certifications:** No Licenses or Certifications Requested

**Vehicle:** None

**Drivers License:**

**Type:** Class D - Regular (Auto, Light Truck, Moped)  
Required

**Endorsements:** No Endorsement Requested

**Age:** No Age Requested

**Experience / Qualifications:** At least 2 years of Director experience preferred.

Background check required. Notice for Job Seekers

**Duties and Responsibilities of the Job:**

- Plan for or coordinate office services, such as equipment or supply acquisition or organization, disposal of assets, relocation, parking, maintenance, or security services.
- Prepare and issue work schedules, deadlines, and duty assignments for office or administrative staff.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.

- Recruit, interview, and select employees.
- Research, compile, and prepare reports, manuals, correspondence, or other information required by management or governmental agencies.
- Resolve customer complaints or answer customers' questions regarding policies and procedures.
- Review records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitor work activities, or evaluate performance.
- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Analyze financial activities of establishments or departments and provide input into budget planning and preparation processes.
- Arrange for necessary maintenance or repair work.
- Consult with managers or other personnel to resolve problems in areas such as equipment performance, output quality, or work schedules.
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- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Interpret and communicate work procedures and company policies to staff.
- Keep informed of provisions of labor-management agreements and their effects on departmental operations.
- Maintain records pertaining to inventory, personnel, orders, supplies, or machine maintenance.
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#### **Benefits:**

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#### **Company Profile:**

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homeless or at risk of homelessness throughout our communities. VAF operates a 60 bed Grant and Per Diem Program (GPD) and a 12 bed GPD Program within the City of Tomah, a 5 bed GPD program in Madison, WI and we also operate the Supportive Services for Veteran Families (SSVF) grant covering 38 of 72 counties in the State of Wisconsin. In the City of Tomah, VAF also has eight low income apartments that we are currently renting out and we are remodeling 11 apartments for rent by low income Veterans. We are also going to be opening a coffee shop and resale store where we plan on completing job training for the Veterans that we serve as well as working with volunteers from the community to assist with this venture. In addition, VAF also contracts with the Wisconsin Department of Veterans Affairs (WDVA) to operate the GPD Programs that they have consisting of a 30 bed facility in Chippewa Falls, a 26 bed facility in King, 17 bed facility in Green Bay and a 31 bed facility in Union Grove. We are an Equal Opportunity Employer.

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**Cook**  
**(Job Number 002497370)**

**Employer:** VHRP UNION GROVE  
  
21425 SPRING STREET  
COTTAGE 16  
UNION GROVE, WI 53182-0109  
<http://vafvets.org/>

**Work Site:** Racine County  
21425 SPRING STREET  
COTTAGE 16  
UNION GROVE, WI 53182

**On Bus Route?** No

**Pay:** \$9.00 Per Hour

**Duration/Hours Per Week:** Part-Time, 20 to 25 Hours Per Week

**Shift/Work Days:** Earliest start 6am, latest completion of shift 6pm.  
Monday-Sunday, flex schedule

**Number of Openings:** 1

**Minimum Requirements of Employer:**

**Education:** High School Diploma/GED Equivalent Required

**Professional Licenses / Certifications:** ServSafe card or ability to get it within 2wks of hire.

**Vehicle:** None

**Drivers License:**

**Type:** Class D - Regular (Auto, Light Truck, Moped) Desired

**Endorsements:** No Endorsement Requested

**Age:** No Age Requested

**Experience / Qualifications:** Need to be able to lift up to 50lbs.  
Valid Wisconsin driver's license w/no violations in last 5 years

Background check required. Notice for Job Seekers

**Duties and Responsibilities of the Job:**

Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

- Apportion and serve food to facility residents, employees, or patrons.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Clean, cut, and cook meat, fish, or poultry.
- Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Monitor use of government food commodities to ensure that proper procedures are followed.
- Take inventory of supplies and equipment.
- Wash pots, pans, dishes, utensils, and other cooking equipment.

### Benefits:

The employer does not provide benefits for this job.

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