**Looking for EXCEPTIONAL VETERAN TO BE A VETERAN LIAISON**

You must be polished, articulate, and be able to represent with LOYALTY, HONESTY, AND INTEGRITY. We are looking for someone that looks to be a solution for our veterans.

Looking for a rewarding position? How would you like to serve those who served? If you are looking for an opportunity to work for a great organization & make a difference, this is the job for you!

Veteran Alliance USA, an Arizona-based nonprofit organization, is seeking to hire a Veteran Coordinator to join our team. You will be in charge of advocating healthcare benefits for veteran-related programs to ensure prompt and consistent application processing, monitoring and assisting veterans as they progress through navigating through their care needs through the VA System. You will be responsible for collection and reporting of data, and communication with veterans and staff. Successful candidates will have military experience or deep understanding of veteran-related culture.

Management/Communication: Veteran Enrollment in the VA • Monitor application processes• Schedule in-home interviews; lead interviewer for majority • Manage and prepare for applicant for VA appointments • Communication, written and verbal, regarding veteran's application status • Coordination with other staff to match veteran needs • Contract execution •Consistent communication with participating veterans • Handle veteran-related program issues • Accurate team progress tracking • Execute and manage care coordination • Ensure veteran data is complete, accurate, consistently updated• Accurately report program statistics and issues to organization management • Make program improvement suggestions to management • Represent organization in a professional manner. Special projects and other duties as assigned.

Qualifications: • Ability to manage work time, meet deadlines and handle workload in a positive and flexible manner; team oriented • Military experience and/or experience in veteran-related and/or mental health services • Excellent organizational skills • Excellent communication skills; ability to clearly communicate verbally and in writing • Willingness to be contacted outside of normal business hours • Coordinate with other staff members, and communicate/report directly to organization management staff • Ability to accurately give and receive information by phone and in person • Proficiency in Microsoft Office programs, e-mail, database and Internet applications; ability to learn new software quickly •

**BENEFITS: HEALTH AND DENTAL, PTO, Flexible Sick leave.**

Job Type: Full-time

Starting Training Salary: $36,000.00 first 3-6 mos

Advancement Salary dependent on Probationary review of production and performance of $75,000 Year plus outcome performance bonuses. Veteran and VA accreditation preference.

Mai Shannon, President/CEO

**Veteran Alliance**

**A nonprofit 501(c)(3) advocating for our veterans**

**Affiliated to American Medical Healthcare Alliance**

**"Healthcare Advocates for Our Veterans"**

8840 E Chaparral Rd, Ste. 150

Scottsdale, AZ. 85250

480-359-3998 office

480-560-0169 cell

480-385-6785 fax