Job title	*Veteran Support Coordinator*
Reports to	*Director of Community Engagement*

Job purpose

Thrive Allen County is seeking a dedicated, empathetic, and organized Veteran Support Coordinator to lead and expand programming designed to improve the lives of local military veterans and their families. The Veteran Support Coordinator will primarily manage outreach and service delivery under the Staff Sergeant Parker Gordon Fox Suicide Prevention Grant Program and other grants focused on suicide prevention and veteran focused support services. This role serves as a vital bridge connecting military veterans to suicide prevention resources, mental health services, VA benefits, emergency financial assistance, peer support, and local community health resources across Southeast Kansas.

Duties and responsibilities

Key Responsibilities:

- Serve as the primary point of contact and project manager for assigned grants and programs.
- Conduct outreach, screening, and intake for eligible veterans and their family members seeking support services.
- Coordinate baseline and follow-up assessments, safety planning, and warm-handoff referrals for veterans experiencing mental health challenges or life stressors.
- Ensure strict adherence to VA grant compliance standards, federal reporting guidelines, program timelines, and confidential data management practices.
- Develop and deliver community-focused veteran suicide prevention education and lethal means safety training across the service area.
- Build rapid-response referral pathways with local healthcare providers, emergency rooms, law enforcement, and mental health agencies.
- Provide peer navigation, supportive listening, and crisis stabilization support, connecting high-risk veterans immediately to the Veterans Crisis Line and local healthcare partners.
- Assist veterans in identifying, navigating, and accessing local, state, and federal benefits (including, but not limited to, VA healthcare enrollment, disability claims, and housing assistance).
- Connect veterans to wraparound social determinants of health services, including food security, transportation, housing stability, workforce development, and legal assistance.
- Administer direct client assistance funds allocated through grant programs according to established guidelines and budget limits.
- Build and maintain strong working relationships with regional VFW and American Legion posts, County Veteran Service Officers (VSOs), VA Medical Centers, and community health clinics.
- Organize regular community events, peer support gatherings, and outreach initiatives aimed at reducing stigma around veteran mental health and seeking help.

- Represent Thrive Allen County at regional veteran task forces, health coalitions, and community resource fairs.
- Suggest new community-based programs, partnerships, and other engagement activities.
- Identify, initiate, and deepen relationships with various community stakeholders and residents.
- Attend community meetings on behalf of Thrive Allen County to hear community concerns, partner with other organizations and provide feedback and support on like initiatives.
- Meet grant objectives set out by grants assigned to your position and maintain programs from previous grant objectives.
- Assist, coordinate, and oversee different coalitions and task forces related to community work.
- Submit all required reports for grants assigned to your position.

Other Responsibilities

- Prepare and submit reports for program area(s) and grants.
- Attend local, state, and national community engagement events.
- Ensure that all communications, requests, and questions for program area(s) are addressed in a timely manner.
- Provide content updates for Thrive publications, social media, etc.
- Other projects and duties as assigned.

Qualifications

- Minimum 2–4 years of experience in human services, social work, public health, veteran navigation, or community program coordination. Veterans and National Guard/Reserve are strongly encouraged to apply.
- Deep understanding of military culture, the transition from active duty to civilian life, and the unique health and mental wellness challenges faced by rural veterans. *(Lived experience as a Military Veteran, Military Spouse, or Guard/Reserve member is strongly preferred)*.
- Strong organizational skills and data entry accuracy.
- Proficiency with Microsoft Office.
- Excellent interpersonal, active listening, and public speaking skills.
- Ability to work well with a diverse groups of individuals.
- Success in managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Ability to be relatable and build trust.
- Prior experience implementing federal funding awards or state health initiatives a plus.

More Information

- Thrive is an EOE.
- Compensation: This is a full-time, hourly position paid between $20.67 and $22.60 per hour, based on experience. Benefits package includes medical insurance, IRA contributions, 120 hours of PTO, and paid holidays.
- Funding for this position is through a one-year grant. Subsequent years will be based on receiving additional funding for this position.
- Thrive places a high priority on team players and community-minded individuals

Please submit cover letters and resumes to jobs@thriveallencounty.org