



VOLUNTEER VETERAN JOB DESCRIPTION

Position Overview: Provides peer support and resource linkage to Michigan's service members and veterans

Responsibilities:

- Provides support to service members and veterans as needed
- Attends local events to promote program awareness, assist local veterans, recruit new volunteers and network with service providers
- Becomes familiar with local, state, and federal resources that service members might need; stay abreast of new resources and community events such as job fairs
- Refers service members to viable resources in their communities based upon needs
- Participates in special events such as National Guard Reintegration Weekends on an as needed basis to increase community and military awareness of the program
- Follows up with service members and veterans to track their progress, and ensure that they have followed through and are satisfied
- Maintains confidentiality
- Provides 1-2 hours a week of follow up phone calls to ensure continued support of referred service members
- Attends, by phone or in-person, two volunteer support calls per month
- Stays within the defined scope of the program, which includes not acting as a therapist or counselor, but serving as a resources expert who can link service members and veterans to needed services
- Communicates regularly with program staff
- Completes logs on a monthly basis on the Buddy-to-Buddy internal reporting website
- Ensures that there is a "warm" handoff between the service member and the resource to which they are being referred
- Attends drill weekends with assigned Unit or performs community outreach as agreed upon with Buddy-to-Buddy staff

Qualifications:

- Honorably-discharged veteran from any era with insight about challenges veterans and service members face
- Able to work independently
- Can engage with and motivate people from diverse backgrounds
- Outgoing, approachable, and has good communication skills
- Basic computer skills and willingness to use online reporting system and communicate through email