



2025 VetConnect/Homeless Count Job Opportunities

Outreach Leads/Administrative Assistant

The Greater Los Angeles Homeless Count Demographic Survey of the USC Suzanne Dworak-Peck School of Social Work is seeking to fill full and part time positions for the 2025 VetConnect Pilot, which is a collaboration between USC, the Los Angeles County (LAC) Department of Veterans Affairs (VA) and Department of Mental Health’s Veteran Peer Access Network (VPAN). VetConnect seeks to directly link unhoused Veterans across LA County to VA and partner agency services, including health care and housing. We are looking to create a diverse and dedicated team of individuals that has expertise and interest in combating Veteran homelessness in LA County.

Position Titles	Outreach Leads Administrative Assistant
Department	USC Suzanne Dworak-Peck School of Social Work
Pay	Outreach Lead: \$26.00/hr Administrative Assistant: \$28.00/hr
Hours per Week	Outreach Lead: 22.5 hours/week (three 7.5 hours shifts/week, Tuesday, Wednesday, Thursday) Administrative Assistant: 37.5 hours/week (Monday-Friday)
Daily Shifts	8:30am - 4:30pm with an hour for lunch
Employment Dates	Outreach Lead - December 2024- Mid March 2025 Administrative Assistant- October 2024- April 2025
Training Date	December 6, 2024

Location	Training: Central Social Work, USC Main Campus Daily Shifts: Leaving from and returning to Starbucks at USC Village
Requirements	Outreach Leads: Clean driving record and active driving license Administrative Assistant: At least one year of administrative or research experience. COVID-19 Vaccine and Booster

Job Summaries:

These positions will support USC and the GLA VA in the implementation of an outreach program connecting unhoused Veterans with services as part of the Demographic Survey portion of the Annual Greater Los Angeles Homeless Count.

- The **Outreach Lead**'s main role is to serve as a liaison between Demographic Survey participants who identify as Veterans and the GLA VA and their partners. Responsibilities include verifying the Veteran status of unhoused individuals encountered, triaging Veterans and determining their housing and health care needs, and documenting responses and outcomes once they are offered services. In the field Outreach Leads will determine Veteran healthcare and housing eligibility, arrange transportation, enroll participants into a qualitative study, and communicate Veteran needs to the VA. Additionally the Outreach Lead will serve as the team driver for the survey team they are accompanying. The role involves up to 100 miles of driving a day in a USC vehicle to central areas of LA County, transporting survey teams as they administer surveys throughout the workday.
- The **Administrative Assistant** will serve as the administrator of the VetConnect Pilot, working closely with the VA and USC and under the supervision of the Demographic Survey Project Lead. They will be responsible for planning staff training, tracking and documenting daily outreach efforts, logistical planning for all staff outreach days, supporting Veteran eligibility verification and linking participants' services as needed. In addition to other administrative tasks, the assistant will attend weekly plan meetings and manage the Pilot's qualitative research study.

Preferred Experience:

- Prior experience working with Veterans, unsheltered individuals and/or vulnerable populations is highly desired.
- Knowledge of the Greater Los Angeles VA and partner agencies, particularly supportive housing and health care service providers.
- Lived experience with military service and/or homelessness.
- Ability to work well in a team, with research colleagues, agency providers, and community members.
- Ability to use a computer tablet, smartphone, or other computer devices.
- Comfortable asking questions related to homelessness and Veteran experience and status.

Application Instructions:

Applicants should submit their **resume** and **short letter/email** specifying their interest in the **position** they are applying for to **Amy Stein** at steinamy@usc.edu.

USC Suzanne Dworak-Peck School of Social Work is committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sex, sexual orientation, transgender status, gender dysphoria, national origin, age, religion, disability, military and veteran status, marital or parental status, citizenship status, genetic information or any other factor which cannot lawfully be used as a basis for an employment decision.