

PUBLIC NOTICE
JACKSON COUNTY VETERANS AFFAIRS JOB OPENING

The Jackson County Veterans Affairs Commissioners are accepting applications for a Veterans Affairs Assistant to work part-time, 20 hours per week. Interested applicants must have a high school diploma or GED and possess a valid driver's license. Concentrated education or two (2) years applicable work experience is preferred in providing emergency assistance to wartime veterans and their dependents. Additional experience preferred includes concentrated experience in military service (particularly in a deployed location) and/or personal/medical/psychological counseling or in the field of human services.

The Veterans Affairs Assistant shall possess accreditation certification of training provided by the Department of Veterans Affairs. If the Veterans Affairs Assistant does not possess certification of accreditation upon hire, they must obtain certification within one (1) year of being employed.

Job summary and application may be picked up from the Veterans Affairs Office, the Auditor's Office or may be obtained online at <http://co.jackson.ia.us/jobopenings.htm>. Formal application, rating of education and experience, oral interview and reference check will be required.

For more details, contact the Jackson County Veterans Affairs Director via e-mail at dschroeder@co.jackson.ia.us, or by calling 563-652-0070.

Application deadline to apply is 4:00 Monday, August 21, 2017. Interested applicants should forward formal application to:

Debbie Schroeder, Executive Director
Veterans Affairs Office
201 W. Platt Street
Maquoketa, IA 52060

Position Description:	Veterans Affairs Assistant
Department:	Veteranø Affairs
Position Reports To:	Executive Director for Veterans Affairs
Supervision Duties:	None
Employment Status:	Non-Exempt
Pay Grade:	Per Union Contract
Workweek:	Twenty (20) hours per week minimum

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position.

This job description does not constitute an Employment Agreement between the employer and employee and is subject to change by the County as the needs of the County and requirements of the job change.

GENERAL DESCRIPTION

Incumbent is primarily responsible to assist all residents of the County who served in the armed forces of the United States and their relatives, beneficiaries, and dependents in receiving from the United States and this state any and all compensation, pensions, hospitalization, insurance, education, employment pay and gratuities, loan guarantees, or any other aid or benefit to which they may be entitled under any law. He/she will perform similar responsibilities as it regards to benefits which may be entitled under law from the State of Iowa. She/he is further responsible for providing emergency assistance to honorably discharged veterans and their dependents. Incumbent will inform members of the armed forces, veterans, and their dependents of all federal, state and local laws enacted for their benefit.

ESSENTIAL JOB FUNCTIONS/MAJOR DUTIES/PERFORMANCE MEASURERS

The functions listed here are job duties that an employee must be able to perform, with or without reasonable accommodation. They are the tasks which are considered to be fundamental, critical, primary and necessary for this position and are not limited to but will include:

Ability to verbally communicate via the telephone and in person. Visually inspect and read legislation, journals, computer screens, files and documents. Must be able to operate all office equipment such as; personal computer and printers, calculator, copy machine, telephone and answering machine, fax machine, and effectively utilize any specialized software programs.

Interview veterans and/or their dependents to determine eligibility for veteran welfare assistance and/or makes referrals to other appropriate agencies. Authorize exceptions to Veteran Affairs policy.

Assist veterans and/or their dependents with applications for federal benefits including explaining procedures, researching and obtaining proper documentation, filling out extensive forms, and conducts follow-up as necessary.

Interact and serve as a liaison to various veteran service organizations, hospitals and governmental agencies to identify veteransøneeds and research needed documentation to complete paperwork to obtain service.

Keep abreast of law changes and federal regulations relating to veteranø affairs and interprets rules and regulations to identify proper procedures.

Prepare correspondence for outside agencies, clients and commissioners on a regular basis.

Verify information by contacting landlords, utility companies, to assist the client in paying bills and working out payment plans.

Document intake and written notice of decision, and prepare reports as may be necessary.

Collect and compile case data for scheduled appointments.

Maintain appropriate records, files, data and documentation for clients, federal requirements and the Commission of Veteran's Affairs.

Provide education to veteran organizations, churches, nursing homes, agencies, etc. regarding veteran benefits. Develop and deliver presentations as requested. Prepare information for public dissemination.

Maintain record system, containing every person having a military service record and buried in Jackson County, conforming to the directives of the Iowa Department of Veterans Affairs.

Maintain National Certification. The Veterans Affairs Assistant shall satisfy the continuing education requirements established by the National Association of County Veteran Service Officers and the State of Iowa.

Work with outside agencies providing outreach designed to coordinate events which educate and develop awareness of available benefits to veterans.

ESSENTIAL SKILLS

Ability to follow verbal and written direction; ability to work independently under extremely limited supervision; ability to utilize effective communication skills; ability to maintain confidentiality; ability to maintain courteous and effective work relationships with all levels of staff, outside agencies and diverse groups of the public; ability to meet deadlines and adjust workloads to meet fluctuating priorities; ability to receive national accreditation with the National Association of County Veteran Services Offices; must possess a valid driver's license; must possess basic computer, bookkeeping, word processing and record-keeping skills.

QUALIFICATIONS/BACKGROUND REQUISITES

Specific requirements are to be a high school graduate or equivalent and possess a valid driver's license. A minimum two (2) years applicable work experience preferred. Because of the nature of the duties and responsibilities required in this position, additional experience is preferred to include concentrated experience in military service, (particularly in a deployed location) and or personal/medical/psychological counseling or in the field of human services.

The Veterans Affairs Assistant shall possess accreditation certification of training provided by the Iowa Department of Veterans Affairs. If a Veterans Affairs Assistant does not possess certification of accreditation upon hire, they must obtain certification within one year of being employed. If a Veterans Affairs Assistant fails to obtain certification within one year of being employed, the Veterans Affairs Assistant shall be removed from the position. Incumbent is also required to satisfy the continuing education requirements established by the National Association of County Veteran Service Officers, failure of a Veterans Affairs Assistant to maintain certification shall also be cause for removal from the position.

JOB LOCATION

Primary work location will be within the Jackson County Veterans Affairs Office, but normally includes other courthouse offices, other county facilities and occasional special meeting locations around the county. Evening meetings and appointments may be required. Limited out of county travel and overnight conferences are necessary for training and continuing education.

ADDITIONAL DUTIES AND RESPONSIBILITIES: The Veterans Affairs Assistant is responsible to perform the duties and responsibilities of the General Relief Office and any other duties as assigned by the Executive Director.