VACANCY

CLASSIFICATION: **Veteran's Affairs Counselor**

GENERAL SUMMARY: Under supervision of the Chippewa County Board of Veteran's Affairs Board, and the County Administrator, the Veteran's Affairs Counselor is responsible for implementing the policies and procedures for the providing of assistance to the veterans of the armed forces, their families, and/or survivors.

TYPICAL DUTIES: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

PAY GRADE: Non-Union – Grade 9 starting wage $36,862.43 annually, with benefits after 90 days

To apply for this position you should submit a letter of application and a resume with references to:

Chippewa County Administrator's Office
Attn: Kelly Church
319 Court Street
Sault Ste. Marie, MI 49783

Posting Date: October 3, 2014
Deadline: October 20, 2014 at 12:00 noon

Position Code 3001

CHIPPEWA COUNTY, MICHIGAN
POSITION DESCRIPTION

POSITION TITLE: VETERAN'S AFFAIRS COUNSELOR

Department: Veterans Affairs

Reports To: County Controller

Purpose of Position

Under supervision of the Veterans' Board of Affairs and the County Administrator, the Veteran's Affairs Counselor is responsible for implementing the policies and procedures for the providing of assistance to the veterans of the armed forces, their families, and/or survivors. This position will be required to attain certification, upon being offered the position or at the next training offered.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates department work activities; organizes and prioritizes department workload; reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Assists county veterans and dependents with obtaining all available benefits through Federal, State, and/or local legislation, or from private organizations; assists veterans/families/survivors with burial benefits, medical applications, VA Home applications, ordering military records, ordering medals gained, educational benefits, etc.

Directs the planning, budgeting, and staffing functions required in the development and daily operations of the department.

Determines client's eligibility for the County Soldiers and Sailors Relief Fund and the Michigan Veterans Trust Fund; manages the programs to implement temporary financial relief when appropriate and as determined by the Veterans Trust Fund Board.

Prepares and submits required reports, financial records, etc.

Assists veterans with service and non-service connected pension and compensation claims.

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Provides counseling for veterans/dependents or assists them in obtaining counseling.

Investigates and takes the appropriate action in instances where immediate medical attention, hospitalization, and housing arrangements for veterans and/or their families are required.

Coordinates the transportation program of veterans to VA hospital as needed.

Meets regularly with the Veterans Affairs Committee; provides monthly reports.

Coordinates and monitors the client's individual program plan.

Maintains files and filing systems.
Promotes positive public relations; interacts and speaks to various veterans groups, community/civic groups, and other agencies/groups; attends VA and other veteran activities; maintains working relationships with service organizations such as AMVETS, American Legion, VFW, etc.

Performs various administrative/office tasks including filing, copying, ordering supplies, etc.

Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

Must be a veteran of the Armed Forces of the United States of America.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to operate motor vehicles.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion.

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Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including VA bulletins, county memos, newsletters, VA forms, applications, and other reports and records.

Ability to comprehend a variety of reference books and manuals including laws, ordinances, statutes, trust manuals, and others.

Ability to prepare claims, minutes, applications, vouchers, income/expense verifications, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand medical, legal, counseling, and military terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with veterans, their families, VA personnel, hospice personnel, hospital personnel, community agencies, service organizations, counselors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.