



POSITION AVAILABLE:

Veterans Service Officer

POSTING DATE: Wednesday, November 23, 2022

DEADLINE TO APPLY: Open until filled

DEPARTMENT: Veteran's Service Commission

LOCATION: Ravenna, OH

STARTING SALARY: \$16.09/hour

WORKING HOURS: 8:00 a.m. – 4:30 p.m. Monday – Friday

FLSA STATUS: Classified, non-exempt

JOB OBJECTIVE:

Incumbent is responsible for counseling and assisting persons in the United States Armed Forces, veterans, spouses, surviving spouses, children, parents, and other dependents in preparing and presenting claims to the Department of Veterans Affairs or claims for any type of benefits from federal, state, or local agencies.

MINIMUM QUALIFICATIONS:

Must be an honorably discharged U.S. veteran or the spouse or child of a veteran. Associate degree or equivalent experience needed. Experience in social work, counseling, or a related field helpful. Must have a valid driver's license and meet the county's current vehicle use requirement. Must pass a US government background investigation, local government background check, and various requirements for the Department of Veterans Affairs and the Ohio Department of Veteran Services.

EXAMPLE OF DUTIES:

Researches, locates, and obtains military personnel and medical records and private medical records for VA claims. Evaluates medical records as supporting evidence for claims for benefits. Prepares and processes benefits claims, reviews VA decisions for medical and legal validity and prepares appeals to VA decisions based on errors in the application of existing rules, regulations, and laws. Examines and evaluates financial documents to determine eligibility for financial assistance and prepares and processes financial assistance claims. Conducts comprehensive client interviews to assess client needs, counsels, and advises clients on eligibility and entitlement to all federal, state, and local benefits and investigates financial assistance claims both internally and in the field. Conducts home visits for housebound claimants. Contacts and/or coordinates referrals to federal, state, and local government, and social service agencies. Maintains log sheets and databases on daily work and pending actions. Attends training courses, seminars and workshops, and staff meetings. Obtains and maintains good standing for accreditation by governing agencies to include Ohio Department of Veterans Services, other veteran organizations, and the Department of Veterans Affairs. Abides by policies and procedures set forth by all federal and state law which govern the role of county veteran service office (38 United States Code, Title 38, Part II). Carries out all duties of the commission (as described in the Ohio Revised Code, Title 59, Chapters 5901 and 5902). Works in conjunction with state and federal veterans' offices on cases and with local veterans' organizations. Provides input to the Veterans Service Commission. Maintains PKI secured email and HIPAA qualifications.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- **SUBMIT THE REQUIRED COUNTY APPLICATION, FORM DD214, RESUME & COVER LETTER TO:**

RICHARD MCCLELLAN, DIRECTOR
PORTAGE COUNTY VETERANS' SERVICE COMMISSION
449 S. MERIDIAN STREET, 3RD FLOOR
RAVENNA, OH 44266
Fax: (330) 297-3544

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)