

**US House of Representatives
Wounded Warrior Fellowship Program
Vacancy Announcement**

Job Title: Veterans Case Worker

Member: John Hall (NY-19)

Office Location: Goshen or Carmel District offices, New York

Work Location:

40 Gleneida Avenue 3rd Floor Carmel, New York 10512

Orange County Gov't Center 255 Main St., Room 3232G, Goshen, NY 10924

Date Needed: Immediately

Job Summary:

The position is for a caseworker to work in the Congressional Office to facilitate and coordinate responses to a wide range of requests received from constituents, mainly veterans. District caseworkers also help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates.

Job Duties and Responsibilities:

The incumbent for this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of Congressman John Hall. The caseworker will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the Congressional office. The caseworker will be required to learn the laws, regulations and intricacies affecting a constituent's case as well as the procedures and structure of Congressman John Hall's office regarding casework and employee obligations, as outlined in Representative John Hall's Office Handbook and the House of Representative's Ethics Manual. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director and other staff members.

Requirements: High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Excellent communication and organizational skills. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. Service-oriented, positive attitude, and strong teamwork ability."

Salary: Commensurate with experience.

Contact: Interested veterans should submit their resumes, along with a DD214 showing medical retirement or a letter from the VA indicating that they have a 30% or greater rating to housewoundedwarriors@mail.house.gov. Do not send resumes directly to the office of Congressman Hall.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.