

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

**Job Title:** Veterans Case Worker

**Member:** Rep. Jim Marshall, 8<sup>th</sup> Congressional District of Georgia

**Office Location:** Macon, Georgia

**Work Location:** 682 Cherry Street, Suite 300, Macon, Georgia 31201

**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. District caseworkers also help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates. The position is a Fellowship under the Wounded Warriors Program and is statutorily limited to two years.

**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 Representative Jim Marshall. The caseworker will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the District 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 Representative Jim Marshall's office regarding casework and employee obligations, as outlined in Representative Jim Marshall'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](mailto:housewoundedwarriors@mail.house.gov). Do not send resumes directly to the office of Congressman Marshall.

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.