

**Wounded Warrior Fellowship Program
U. S. House of Representatives**

Job Title: Veterans Case Worker

Member: Congressman Pete Olson

Office Location: Sugar Land, Texas

Date Needed: Immediately

Job Summary: The Veterans Case Worker is responsible for facilitating and coordinating 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.

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 Pete Olson. The caseworker will be required to communicate clearly with constituents about what can and cannot be done on their behalf and will be required to learn the laws, regulations, and intricacies affecting a constituent's case as well as the procedures and structure of Congressman Olson's office regarding casework and employee obligations. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, and District Director.

Requirements: The ideal candidate must be detail oriented, highly organized, and possess excellent writing and communication skills. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedure, and policies is desired.

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 Olson.

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.