

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

Job Title: Veterans Case Worker
Member: Office of Congressman Ed Pastor
Office Location: AZ District Office (AZ-CD 4)
Work Location: 411 N. Central Ave., Suite 150, Phoenix, AZ 85004
Date Needed: Immediately

Job Summary:

The position is for a Staff Assistant/Caseworker to work in the Congressional District 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.

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 Ed Pastor. The caseworker will be required to communicate clearly (verbally and in writing) with constituents about what can and cannot be done on their behalf by the Representative Pastor's AZ-CD 4 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 Ed Pastor's office regarding casework and employee obligations, as outlined in Representative Pastor's Office Handbook and the House of Representative's Ethics Manual.

In addition to constituent casework, the employee will be assigned a broad range of duties including; attending federal briefings, community events, staffing mobile office hours, and organizing constituent events. Moreover, the employee will be responsible to perform other duties as assigned by the Congressman, 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 Pastor.

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.

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