

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

Job Title: Veterans Case Worker
Member: C. A. Dutch Ruppertsberger
Office Location: Timonium, Maryland
Supervisor: Cori Duggins
Date Needed: ASAP

Job Summary: Caseworker will be handling all Veterans related casework to include inquiries about pending claims for service connected disabilities, death pension claims, Dependency and Indemnity Compensation claims, VA Education Benefits, requests for service medals and records, allegations of mistreatment at VA hospitals and extended care centers, VA loans, and any other Veterans related casework.

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Job Duties and Responsibilities: Enter all new cases into our constituent tracking database, forward inquiries to appropriate Congressional Liaisons, make follow-up calls to agencies and maintain contact with constituents waiting for a response from our office.

Requirements: High School diploma. Experience working in a small office environment, knowledge of veterans issues, ability to work with and advocate for our constituents, ability to use proficiently Microsoft Office applications and office equipment. Strong communication skills.

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Salary: \$38,000

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 Ruppertsberger.

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.