

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

**Job Title:** Veterans Case Worker  
**Member:** Congressman John Tanner  
**Office Location:** Millington, Tennessee  
**Date Needed:** Immediately

**Job Summary:** Caseworker will work in the Millington, TN Congressional District Office to facilitate and coordinate responses to a wide range of requests received from constituents. District caseworker will help constituents interact with administrative and government agencies by acting as a facilitator, ombudsman and, in some cases, advocate.

**Job Duties and Responsibilities:** The caseworker in this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of the 8<sup>th</sup> Congressional District. The individual must be able to communicate clearly with constituents about what can and cannot be done on their behalf by a Congressional office. Caseworker will be required to learn the laws, regulations, and intricacies affecting a constituent's case as well as the procedures and structure of the district Congressional office regarding casework and employee obligations as outlined by Congressman and Chief of Staff and the House of Representative's Ethics Manual. The employee will also be responsible to perform other duties as assigned by the Congressman, Chief of Staff or district office supervisor.

**Requirements:** High school diploma required, some college courses preferred but not required. Professional education through the U.S. Military is highly encouraged. Excellent communication and organizational skills needed. 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 Tanner.

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.