

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

Job Title: Constituent Services Rep
Member: Debbie Wasserman Schultz
Office Location: Pembroke Pines, FL.
Date Needed: Immediately

Job Summary and Responsibilities: Principal duties include handling constituent case work; navigating matters under the jurisdiction of the federal government for and with constituents; interviewing constituents to identify problems, determining assistance needed, contacting federal agencies and processing cases with the appropriate agency; and notifying constituents of case resolution. Additional duties include implementing and coordinating activities associated with planning, developing, and organizing District residents' participation in events and programs.

Requirements: A successful applicant will have citizen involvement and participation skills. The individual must have great attention to detail, excellent research and writing skills, and the ability to handle multiple projects to conclusion. He/she must have the have citizen involvement and participation skills and techniques relative to program planning evaluation. Some weekend and evening hours required.

Bachelor's degree. Previous related community service work; strong interpersonal, written and verbal communication and problem solving skills; ability to make independent decisions and maintain confidentiality.

Fluency in Spanish a plus.

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 Congresswoman Wasserman Schultz.

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.