

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

Job Title: Veterans Affairs Representative

Office Location: Congresswoman Thelma Drake (R)

Work Location: 4772 Euclid Road, Virginia Beach VA

Supervisor: Mary Lou Stone, District Chief of Staff

Date Needed: Immediately

Job Summary:

The Veterans Affairs Representative will handle all veteran issues. This includes, assisting constituents with VA issues and problems, processing veteran's casework, and attending various meetings outside the office that involve veterans or veterans' issues. It is also necessary to answer phones and assist constituents as needed.

Job Duties and Responsibilities:

- Acts as a representative for the Member within his or area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents and serving as a liaison with persons or groups from federal, district and local agencies;
- Forms effective relationships for the Member with the various local agencies, local officials, and various persons and groups within his or her assigned area;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Chief of Staff;
- Continually screens active veteran cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Identifies new programs to reach out to veterans in the district;
- Takes the lead role in the Veterans' fair (a new program to take place in 2009);
- Attends meetings of groups and organizations which involve veterans and veterans' issues;
- Participates in correspondence when necessary;
- Meets attendance requirements established by the office policy;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule of nights and weekends when necessary;
- Performs other duties as assigned.

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.

Skills and Knowledge Requirements:

- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Strong organizational, research, writing and communications skills;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Knowledge of office policies, practices, and procedures;
- Ability to always promote the Member in a positive way and respond in a manner that reflects the member's views and personality;
- Knowledge of office computer applications and proficiency in word processing.

Salary: Range is from \$40,000 to \$50,000 depending on experience.

Contact: Refer to www.cao.house.gov to see agencies through which you may apply.

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