

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

Job Title: Veterans Case Worker
Member: Robert J. Wittman (R), 1st District, VA
Office Location: Fredericksburg
Work Location: Fredericksburg
Supervisor: District Officer Manager
Date Needed: Immediately

Job Summary:

The position is for a caseworker to work in the Congressional 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 Wittman. The caseworker will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the Congressman's 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 Wittman's office regarding casework and employee obligations, as outlined in Representative Wittman's Office Handbook and the House of Representative's Ethics Manual. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, 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.

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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