

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

Job Title: Veterans Caseworker

Office Location: Congressman Reichert

Work Location: Mercer Island, WA

Supervisor: District Director Mariana Parks

Date Needed: Immediately

Job Summary:

The position is for a caseworker to work in the Congressional Office as a liaison for veterans, interacting with TRICARE and the Department of Defense, reporting to the District Director and supporting the lead caseworker as directed.

Job Duties and Responsibilities:

The incumbent for this position will serve as a liaison for constituents who are experiencing a problem with a federal agency, particularly in military- and/or veteran-related areas. He or she may work with the District Office Community Services Manager to take over veterans outreach as directed by the District Director. In that capacity he or she will also build relationships with veterans' organizations and service providers, providing updates when appropriate. The veterans' caseworker will attend monthly service meetings and VA staffer briefings. Additionally, the incumbent will work with the District Office staff to coordinate Veterans Resource Fairs and initiate additional veterans' events as approved by Senior Staff. Duties will also include supporting the Legislative Shop on veterans' policy and legislative ideas, with research as directed.

Employee will maintain veteran lists, assist with general office tasks, phones, inquiries and support staff for event planning and coordination.

Requirements: High school degree required, some college preferred but not required. Excellent organizational and communications skills. Recent experience with and understanding of US Military and VA structure and procedures. Team player, service-oriented.

Salary: Commensurate with experience.

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

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.