

Warren County, Iowa
Veterans Affairs
County Veteran Service Officer (CVSO), Part Time (x2) - Position
Description

Name	
Hire Date	
Date In Current Position	
Review Month	
Department	Veteran Affairs
Reports to	Veteran Affairs Commission
Position Number	
Warren County Pay Grade	
FLSA Status	Non-Exempt
Supervises Others	No
Document Control Responsibility	Human Resources
Approved by	Board of Supervisors

Position Summary

The County Veteran Service Officer of Veteran Affairs supports the Director and in the absence of the director carries out daily operational duties of the Commission, as related to the maintenance of prescribed records and reports set forth by Chapter 35 of the Code of Iowa. Determines eligibility for emergency and related assistance under policies and guidelines as established by the commission. Counsel's veterans, spouses and dependents that need services. Part-time position with 40 hours per pay period that may include some evenings and weekends.

Position Responsibilities

- Compiles, maintains, and distributes program information concerning veteran benefits, affairs, and rights.
- Provides counseling and related services to veterans, widows, families, and dependents that need financial and/or social services. Evaluates eligibility for such assistance.
- Works closely with other community service organizations and providers when appropriate and assists in the completion of required forms.
- Coordinates transportation for VA Medical Center patients, and military honors with funeral homes for veterans of Warren County.
- Visits and counsels Veterans and/or spouses in homes, nursing and assisted living homes, halfway houses, and jails.
- Maintains service applications, records, and documents related to case management.
- Maintains registry of the graves of all County veterans pursuant to the Code of Iowa, Chapter 35B.13 through 35B.19.
- Attends in-service training schools relating to certification.

VA County Veteran Service Officer (CVSO), Part Time (x2) - Position Description

- Becomes certified and cross accredited within six months of hire date
- May perform other duties as assigned.

Education, Skills and Experience

- High school graduate or GED, associate degree preferred.
- Veteran status preferred but not mandatory.
- 1-2 years of experience in administration or leadership preferred but not mandatory.
- Warren County resident preferred but not mandatory.
- Must be a positive representative of Veteran's Affairs and Warren County.
- Knowledgeable of resource agencies available within the community, which can provide social, financial and related resource assistance
- Must have strong customer service skills.
- Must be a team player and be able to work independently with little to no supervision.
- Must be familiar with VA eligibility, benefits, and systems.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

-Work environment: The noise level in the work environment is minimal.

General Sign off: *The employee is expected to adhere to the values as established by Warren Veteran Affairs Commission and represent Warren County in a positive, professional manner. I have read and understand this job description and I can perform the duties of this position (with or without) reasonable accommodation.*
(Circle one)

Signature: _____ **Date:** _____