

VETERANS' AFFAIRS DIRECTOR

GENERAL DEFINITION

Directs the veterans' service program for the County, does related work as required. The employee in this class plans, supervises and performs the work of the County Veterans' Affairs Commission. This position directs assistance programs for all veterans, widows and children of veterans to ensure that they apply for and receive all benefits to which they are entitled by law. This work is performed under the general direction of the Human Services Director.

EXAMPLES OF WORK

Keeps informed of changes in Federal and State veterans' legislation and informs veterans' organizations via correspondence and speeches.

Provides counsel and gives advice and assistance to veterans, their dependents and survivors on a variety of matters including claims of pension, compensation, insurance, loans, hospitalization, outpatient care, rehabilitation, income and net worth.

Plans, supervises and performs veterans' service staff duties.

Interviews veterans and widows of ex-servicemen and assists them in filing claims for various veterans' benefits.

Passes upon veterans' or dependents' requests for emergency financial assistance; Coordinates veterans' affairs activities with other activities of the County and interested outside groups.

Assists clients with veterans' administration forms.

Prepares and administers annual budget.

Reviews files, keeps records and makes reports of activities.

Ascertain that flags are properly placed in cemeteries on Veterans' Day.

Attends seminars on veterans' affairs.

Keeps records and makes reports of veterans' activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the basic philosophy and principles underlying veterans' benefit acts.

VETERANS' AFFAIRS DIRECTOR (Cont'd)

Thorough knowledge of Federal, State and County statutes pertaining to veterans' benefits.

Some knowledge of Alcoholics Anonymous program or alcoholic counseling.

Exceptional ability to deal successfully with people.

Reliability and analytical ability.

Good judgment.

Good physical condition.

MINIMUM TRAINING AND EXPERIENCE

Considerable experience in veterans' counseling.

Completion of a standard high school course.

Preferably supplemented by college or university courses in social welfare or related field.

Or, any equivalent combination of experience and training which provides the required knowledges, skills and abilities.