

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR/DEPARTMENT OF VETERANS AFFAIRS

General Summary:

Under the general direction and supervision of the Veterans' Affairs Committee, is directly responsible for the administration, direction and management of the Department of Veterans' Affairs. The general purpose of this department is helping veterans and their families obtain benefits to which they are entitled.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Administer and manage the Department of Veterans Affairs.
2. Attends various federal, county and state conferences and seminars in order to remain currently informed regarding benefits, legislation, specific entitlements and methods for dealing with veterans' problems.
3. Prepares annual budget and approves all expenditures for Department.
4. Hires and trains all department employees.
5. Analyzes and interprets new and pending legislation pertaining to veterans, prepares reactions to or information about such legislation as appropriate, and disseminates same to all members of the County Counselors Association, the Michigan Association of Counties, and/or own staff.
6. Reviews Veterans Administration claims decisions in order to ensure that the veteran, surviving spouse, or dependents were awarded proper benefits as established by current legislation, prepares and directs the preparation of appeals as necessary.
7. Advises and counsels with veterans and/or their dependents concerning the benefits to which they may be entitled and other problems.
8. Administers the Soldiers Relief Fund and the County Soldiers Burial Fund.
9. Assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.
10. Assist veterans who have psychological problems making arrangements for proper guidance.
11. Develop new programs for the Department for the benefit of the veteran and/or his dependents.
12. Maintain an active case load.
13. Conducts daily intake interviews with applicants for emergency grant assistance from the Michigan Veteran Trust Fund and Soldiers and Sailors' Relief.
14. Performs related duties as required.

Other Functions:

15. None listed.

Employment Qualifications:

Education: Equivalent of two years of college level course work in psychology, social work, counseling, or related area of social services. Bachelor's Degree preferred.

Experience: Five years of experience providing familiarity with researching, developing, documenting and investigating claims. Prefer experience in an agency dealing with veterans issues. Requires some administrative, financial and/or supervisory experience.

Other Requirements:

Must have excellent reading, math, problem solving and communication skills.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, this employee must be capable of conducting and administering client services to Veterans and their families. Work requires the ability to verbally communicate via the telephone and in person. Visually inspects and reads legislation, journals, computer screens, files and documents. Must be able to operate all office equipment such as; copiers, computers, FAX, telephones, and typewriters. Supervises staff and interacts with the Board of Veteran Advisors.

Working Conditions:

Works in office conditions.
Exposure to individuals with various emotional/mental problems.
Exposure to communicable diseases.

October, 1999