

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY DIRECTOR - VETERANS AFFAIRS

General Summary:

Under the supervision of the Director, interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they are entitled. Other responsibilities include performing routine and moderately complex accounting functions for the Veteran Affairs Department and serves as assistant to the Director.

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. Serves as assistant to the Director, assuming those duties as well as supervisory duties.
2. Interviews, counsels and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.
3. Performs a variety of routine accounting functions such as processing accounting records for department of Veterans Affairs Committee, prepares all vouchers for bills to be paid, assists with preparing departmental budget, and prepares balance list of all line items for Veterans Affairs Committee, monthly.
4. Determines eligibility for county burial benefits and maintains records. Determines eligibility for foundation fee reimbursement.
5. Prepares appeals regarding denied claims.
6. Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.
7. Evaluates and determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.
8. Attends local, state and national schools of instruction.
9. May assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.
10. Assists veterans who have psychological problems in scheduling appointments for appropriate help.
11. Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.
12. Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.
13. Complete and verify applications and amounts, and determine eligibility with utility companies.
14. When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.

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15. Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.
16. Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.
17. Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.
18. Complete and verify applications and amounts, and determine eligibility with utility companies.
19. When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.
20. Performs related duties as required.

Other Functions:

21. None listed.

Employment Qualifications:

Education: Two years of college level course work in psychology, social work, counseling, or related area of social services required.

Experience: Two years of related experience.

Other Requirements:

Must be a Notary Public.

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):

Working Conditions:

Works in office conditions.

Exposure to individuals with various emotional, mental and physical problems.

Exposure to communicable diseases.

