



This document is used to provide a basic description of essential duties and other work elements

Job Title: Veterans Service Officer	
Department: Veterans Affairs	Status: Full Time
Work Schedule: 8:30 am – 4:00 pm	Job Category: N/A
Job Title: Educational Officer	Job Grade: N/A
Reports to: Commissioners	
FLSA Status: <input checked="" type="checkbox"/> Non-exempt (OT eligible) <input type="checkbox"/> Exempt	Effective Date: September 2021

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The Delaware County Government provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or to perform essential functions of the job, unless the accommodation would cause an undue hardship.

Purpose of Position/Job Summary: Incumbent serves as Education Officer for the Veterans Affairs and is responsible for providing high-quality assistance and information to eligible veterans, their spouses, dependents and/or survivors. The Education Officer is also responsible for insuring compliance with all applicable laws and regulations. Organizing and training for office staff. Overseeing the work study and work assessment programs.

Essential Duties and Responsibilities

Responsibilities include but are not limited to the following:

1. Recruit, select and provide services to the number of eligible veterans and dependents designated by the VSO.
2. Evaluate the academic needs of all veterans and dependents.
3. Monitor veterans' academic progress.

4. Provide individualized academic services to meet remedial and refresher education requirements.
5. Provide career counseling to all eligible veterans and dependents.
6. Assist veterans in the completion of college and financial aid forms.
7. Maintain and increase the networking system with other agencies such as the Delaware County Veterans Commission and the Delaware County Veterans Stand Down and Resource Fair.
8. Perform duties and responsibilities as designated by the VSO
9. Filing disability claims pension claims and dependency claims.
10. Annual training out of town for recertification.
11. Networking with local agencies to facilitate the veteran.
12. Being willing to go out into the community to utilize local resources.
13. Visit Veterans home should they have difficulties with their home.

Education and/or Experience

- Must have experience in providing individualized tutoring or refresher training.
- Experience necessary to develop individual training, education or academic program and maintain associated documents.
- Experience assisting with financial aid forms or seeking financial assistance.
- Experience providing career or similar counseling.
- Experience in maintaining and increasing network systems of agencies sympathetic to the positions objective.
- Experience in recruiting.

Personal Work Relationships

Incumbent maintains frequent contact with other County personnel including the VSO and County Commissioners as well as veterans, their spouses, dependents and/or survivors, benefit agencies, veterans organizations and the public for the purpose of exchanging and explaining information and resolving any problems.

Physical Effort and Work Environment

Incumbent performs a majority of duties in a standard office environment with no unusual physical demands. Incumbent periodically drives or travels

in a vehicle to visit clients in their homes and other locations as needed. Incumbent occasionally works extended weekend and/or evening hours and sometimes travels out of town.

The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.

DOCUMENT HISTORY

Initial Document	Original :Pam McCammon		Title: Human Resources Director	
	Department: Human Resources		Date Drafted: 08/2021	
Change History	Revision	Description of Changes	Approval Date	Approved By
	1	New Document		Pam McCammon