



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT
REPOST

JOB TITLE: Tribal Veterans Service Officer
SUPERVISOR: Tribal Administrator
LOCATION: Veterans Services Program
POST DATE: September 10, 2021
CLOSING DATE: September 24, 2021

General Description: The primary responsibilities of this position are to educate and assist Tribal Veterans that wish to enroll in Veteran's services, maintain files for VA requirements. Manage and maintain the LDF Veteran Center. Complete and submit the TVSO Tribal State grant with proper veterans count and necessary information.

Qualifications: High School diploma or Equivalent is required. Military status, based upon discharge from active military service, other than dishonorable discharge. Must obtain the mandatory Service Organization Accreditation Certification within 18 months of hire. Must have and maintain a valid driver's license, access to a reliable automobile, and proof of insurance.

Salary: \$15.00-\$18.00 per hour/ Dependent upon previous veteran service experience.

How to Apply: Submit your application for employment, and **notarized release of information form by the deadline**. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Tribal Veterans Service Officer (TVSO/VSO)

B. DEPARTMENT: Veterans Services Program

C. SUPERVISOR'S TITLE: Tribal Administrator

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position are to educate and assist Tribal Veterans that wish to enroll in Veteran's services, maintain files for VA requirements. Manage and maintain the LDF Veteran Center. Complete and submit the TVSO Tribal State grant with proper veterans count and necessary information. Specific duties include but are not limited to:

Assist in local, State, and Federal Veteran's services:

- **Local:** Manage and maintain the LDF Veteran Center, schedule building & tent rentals and agreements, downtown veterans park, veteran wall, replace damaged military flags associated with the above-mentioned places, oversee the general fund budget for veterans, process all invoice payments with the above mentioned places, process all veterans requests associated with VA Medical appointments and color guard events, replacement of color guard uniforms for participating members, coordinate funeral military honors in conjunction with the LDF American Legion and produce a quarterly veterans newsletter for local veterans to include all local, state and federal benefits.
 - **State:** TVSO Tribal State Grant – complete and submit grant with all proper veteran counts and necessary information, PML program, HIL program, PL program, assortment of tuition & study grants, Health Care Aid Grant, Veterans Assistance program, Veterans Cemeteries and funeral Honors.
 - **Federal:** Service Connected Disability Compensation claims, Non-service Connected Disability Pension claims, DOC (Survivor's Benefits), Death Pensions, Burial Benefits, Health Care Benefits, Voc-Rehab referrals, Vet Centers, Information regarding Education Benefits/Montgomery GI Bill/REAP, Life Insurance, Home Loan Guaranties, Appeals, VA Regional Office, Decorations/Ribbons/Medals and information on CHAMPVA/TRICARE.
- Refers clients to appropriate social service programs for additional services.
 - Maintain files to the VA requirements. Mandatory purging of files every 6 months-medical files are properly mailed to the VA if necessary and/or returned to the veteran. Face sheets updated and irrelevant documents destroyed.
 - Inform clients of their rights and responsibilities.
 - Record daily veteran contact and reason for veteran contact. This is mandatory for TVSO Grant and Tribal quarterly reports.
 - Submit tribal quarterly reports when due.
 - Educate providers regarding benefits, program services and process.
 - Assist in providing transportation for veterans through the following process:

- Contact PHCH Transportation Office first to schedule the veteran's appointment, if PCHC is booked, then you may proceed with the following.
 - Reserving a vehicle through the LDF Property & Procurement Office or through the Wellness Center Transportation Coordinator.
 - Submitting the driver's license to the Property & Procurement Office for to confirm insurance clearance.
 - Processing any mileage payments if the veteran's personal vehicle is being used.
- Ability to establish and maintain effective working relationships with tribal, regional, state, federal agencies, additional staff and general public.
 - Must be able to work with minimal supervision.
 - Participate with local veteran events-veterans day events, Memorial Day events, tribal veteran events and grade school veteran events. It is expected that the TVSO be in either their branch of service dress uniform or local color guard uniform.

E. POSITION RELATIONSHIPS:

1. **Internal:** The TVSO will have direct and frequent contact with the administrator and assistant
2. **External:** The TVSO will have frequent contact with tribal & non-tribal veterans in office and in-home appointments, VA and non-VA local agencies to assist with disabled and non-disabled veterans and their families.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Veterans officer will work independently with supervision from the Tribal Administrator.

H. EDUCATION: High School Diploma or Equivalent is required. Military school/training preferred along with knowledge of active duty status, rates, insurance, additional benefits, pay grades, war zones, and alerts preferred.

I. EXPERIENCE:

- Military: United States Army, Navy, Air Force, Marines, Army National Guard, Coast Guard and/or Reserves.
- Must have experience working within the Native American population and/or community.

J. SKILLS:

- Ability to work with the general public in a friendly, helpful, respectful manner.
- Ability to work with people with diverse backgrounds.
- Ability to maintain agency and client confidentiality.
- General office skills: typing (50wpm), filing and computer skills.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office, Veterans center site visits, in home appointments, outside and travel.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Physically and emotionally fit for duty. There is some heavy lifting of equipment (approximately no more than 50 pounds), ability to stand for long periods of time and ability to march in formation for events.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Veterans Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must submit to an annual TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:
