Town of Holbrook

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BOARD OF SELECTMEN
Board of Public Works

TOWN OF HOLBROOK
JOB POSTING – VETERANS AGENT

The Town of Holbrook seeks applicants for the part-time position of Veterans Agent. Duties include assisting veterans and their families in accordance with state laws. All applicants must be a veteran, per MGL Chapter 4 Section 7 Clause 43. Prior experience in military, social work and counseling is preferred. Complete job description is attached. Resumes should be submitted to Timothy J. Gordon, Chairman, Board of Selectmen, 50 North Franklin Street, Holbrook, MA 02343, no later than October 15, 2012. EOE/AA

VETERANS AGENT – JOB DESCRIPTION

Definition:
Provide comprehensive professional veterans services to Town veterans and their dependents in compliance with state law (Mass. G.L. Ch 115). Job description includes the positions of Director of Veterans Services (Sec.10), Veterans' Agent (Sec. 3), Veterans' Burial Agent (Sec. 7)

Distinguishing Characteristics:

Work under the administrative direction of the Town Administrator within policies established by the Board of Selectmen in conformance with applicable provisions of the General Laws.

Perform varied duties of a complex nature on a self-supervising basis requiring a high degree of judgment and initiative.

Errors could endanger the well-being of veterans and their dependents, result in legal/monetary repercussions, and cause adverse relations with public/private agencies and the public.

Position requires interaction with Town departments, federal, state, and private agencies, community and veterans groups, and the general public.

Access to a wide range of confidential information about veterans and their families including psychological, social, medical, financial, and legal matters.

Use judgment to determine legitimacy of client claims/needs.

Ensure eligibility through proper documentation (military discharge, awards, court orders).

Position required complete and frequent updating of knowledge of federal and state laws regarding veterans benefits, wartime service and awards, and alternative public assistance laws.

Examples of Work:
(Note: many of the services listed are required by Mass. G.L. Ch 115).

Provide services relating to varied psychosocial issues/concerns for veterans and their families: familial dysfunction, terminal illness, food/housing, parenting, mental illness, substance abuse, elder neglect.

Service veterans and their families over course of a typical year. Work with others to find alternatives through other agencies/programs (employment, vocational training, rehabilitation, outreach, social security disability/widows benefits) to promote self-sufficiency.

Identify at-risk individuals/families.

Provide assessment, resource linkage, referrals, and case management.

Responsible for maintaining Military Discharge documents, copies of which when attested to by the agent shall be admissible in evidence the same as originals.

Responsible for completing administrative requirements monthly to ensure state reimbursement to Town.

Maintain liaison with, accepts referrals from other agencies such as State Office of Veterans Services, Veterans Outreach programs, Veterans Administration, National/State veterans cemeteries, Dept. of Social Services, Mental Health, Rehabilitation, Public Assistance. Cooperate, when necessary, with funeral directors, police, courts, clergy, physicians, hospitals.

Advocate on behalf of veterans and their families (disability or educational benefits, scholarships, training).

Attend training sessions, conferences, veterans organizations seminars to ensure current knowledge of programs/benefits/laws. Maintain current files on applicable federal and state laws.

Oversees activities of veterans advisory committee (placing flags on veterans graves, civic displays at library, Memorial Day observance, participate state and veterans groups Veteran's Day activities).

Ensure that veterans, their widows, or dependent/disabled children without sufficient means are given proper interment, (GL Ch 115 Sec. 8) graves are given annual care and maintenance, flags placed on each grave by Memorial Day (Ch 115 Sec. 9).

Any other duties and responsibilities as directed by the Board of Selectmen or the Town Administrator

Minimum Qualifications:

Experience:

Veteran (must have served during a time of conflict, MGL Ch 4, Sec 7, Cl 43).

Five years combined experience in military, social work, counseling.

Must be able to communicate effectively with clients verbally and in writing.

Education:

High School Diploma required.

Advanced education, college degree preferred.