



Town of Holbrook

VETERANS AGENT

In accordance with Article III of the current Town of Holbrook By-Laws Section 10 Salary and Administration Plan, the Town of Holbrook seeking qualified applicants for the vacancy of part-time Veterans Agent. The following job is hereby posted:

The Town of Holbrook has an immediate opening for a part-time (4-6 hours/week) Veterans Agent.

Responsibilities and duties include, but are not limited to the following: assisting veterans and their families in accordance with state laws. Provide comprehensive professional veteran service to town veterans and their dependents in compliance with state law (MGL Ch 115). Position requires complete in frequent updating of knowledge of federal and state laws regarding veterans benefits, wartime service and awards, and alternative public assistance laws. Provide services relating to variety psychosocial Issues/concerns for veterans and their families; familial dysfunction, terminal illness, food/housing, parenting, mental illness, substance abuse, Elder neglect. Assist with finding alternatives through the agencies/programs (employment, vocational training, rehabilitation, outreach, Social Security disability/widows benefits) to promote self -sufficiency. Provide assessment, resource linkage, referrals, and case management. Responsible for maintaining military discharge documents. Responsible for completing state administrative requirements monthly. Overseas activities of veterans advisory committee. Ensure that veterans, their windows, or dependent/disabled children without sufficient means are given proper interment, (MGL Ch 115 Sec 8) graves of giving annual care and maintenance. Position requires interaction with Town departments, federal, state, and private agencies, community and veterans groups, and the general public.

Qualifications and experience: All applicants must be a veteran, per MGL Chapter 4 Section 7 Clause 43. Prior experience in military, social work and counseling is preferred. High school diploma required. Must be able to communicate effectively with clients verbally and electronically.

Compensation: Town of Holbrook Salary Administration Plan, \$9,995.24 minimum - \$10,531.64 maximum annually (\$192.22 - \$202.53 weekly) This is not a union position.

Work Schedule: up to 6 hours, but not less than 4 hours weekly within the regular town hall office hours of Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m.

Supervision: Works under the administrative direction of the Town Administrator, in accordance with state laws and regulations.

Physical Demands: Minimal physical effort is required to perform duties.

This position is subject to the terms and conditions of the town of Holbrook's Personnel By-Laws.

How to apply: Applicants should forward a cover letter and resume via email to Bobbie Lee Curry, Human Resources Director, bcurry@holbrookmassachusetts.us This position will be advertised until filled.

TOWN CLERK
JUN 26 AM 11:32 '19
HOLBROOK

The Town of Holbrook is an AA/EOE employer.

Notice of posting commenced on June 26, 2019