Listing Info
- Job Number: 3815833
- Date Posted: 01/14/2019
- Job Title: Veterans Benefits Support Specialist
- Job Classification: Eligibility Interviewers, Government Programs
- Work Site: LISBON, OH
- Employment Type: Full-Time
- Close Date: 01/25/2019

Employer Name: Columbiana County Veterans Service Commission
Job Title: Veterans Benefits Support Specialist

Job Description:
Performs a variety of duties to assist Veterans Service Officers in a fast-paced client service agency. Reviews, analyzes, and edits data in client information management system. Meets with claimants to establish need and match available benefits. Orders military records. Refers to appropriate Veterans Service Officers for benefit claims. Makes client referrals to outside agencies. Scans client documents as required. Performs ongoing file maintenance. Attention to detail a must. Makes telephonic, mail, and face-to-face outreach contacts with other agencies and organizations. Organizes mass mailing campaigns. Designs, develops, and maintains Facebook page and website. Performs other duties as assigned by the Senior Service Officer.

REQUIRED QUALIFICATIONS IAW Ohio Revised Code §5901.07 qualified applicant shall be a veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child, or parent of a veteran. Must have high school diploma or equivalent. Must have computer knowledge and skills including proficiency in Microsoft Office. The successful applicant must be self-motivated, creative, organized, and be able work well with others. Must have strong ability to multi-task and coordinate with all other areas of the office. Requires discretion, courtesy and ability to quickly establish rapport with others.

Salary Range $27,040.00 - $33,758.40 (Annual) $13.00 - $16.23 (Hourly) Hours of Work: 40 hrs. Mon - Fri 8:00 a.m. - 4:00 p.m.

The Columbiana County Veterans Service Commission is an equal opportunity employer. Questions may be directed to (330) 424-7214. Resumes will be accepted at the Veterans Service Office until 4 p.m. on January 25, 2019.

SELECTION PROCEDURE: Resume, application and interviews Submit Cover Letter and Resume To: Columbiana County Veterans Service Commission 7989 Dickey Drive, Suite 1 Lisbon, OH 44432 Email to: kwain@columbianacountyvsc.org (Please indicate Job Title in subject line)

Education Level: ATTAINED CERTIFICATE OF EQUIVALENCY FOR A HS DEGREE
Work Days: ☐ Sun ☑ Mon ☑ Tues ☑ Wed ☑ Thur ☑ Fri ☐ Sat
Work Shifts: ☑ 1st ☐ 2nd ☐ 3rd ☐ Rotating ☐ Split
Contact Information

Mail Resume to:
7989 Dickey Drive, Suite 1
LISBON OH 44432
7989 Dickey Drive, Suite 1

Apply in Person at:
LISBON OH 44432

Contact Name: kwain

E-mail Resume to: kwain@columbianacountyvsc.org