

BUTLER COUNTY VETERANS SERVICE COMMISSION ANNOUNCEMENT OF VACANCY

Posting Date: 05/07/2021 04:00 p.m.

Response Deadline: 05/14/2021 4:00 p.m.
Or until vacancies are filled

Agency: Butler County Veterans Service Commission	Job Title: Veteran Benefit Coordinator
Classified <input checked="" type="checkbox"/> Unclassified	Bargaining Unit Yes No <input checked="" type="checkbox"/>
Overtime Exempt Yes No <input checked="" type="checkbox"/>	Salary \$35,711.99 - \$46,425.60 (Annually) \$19.62 – 25.51 (Hourly)
Work Location: 315 High Street - 1st Floor, Hamilton and 78 N Breiel Blvd., Middletown, OH	Hours of Work: 35 hours/week 8:00 a.m. - 4:00 p.m.

Essential Functions:

The Veteran Benefit Coordinator (VBC) takes initial applications from persons in the Armed Forces of the United States, veterans, or spouses, surviving spouses, children, or dependents of veterans; determines clients' eligibility and status for financial assistance according to the guidelines of the Veterans Service Commission and Title 5901 of the Ohio Revised Code. Assists eligible Clients through an internal application process; establishes income by verifying all funds received by clients; demonstrates clients' financial hardship by verifying expenses compared to funds; identifies clients whom should be referred to a County Veterans Service Officer for possible federal VA benefits; informs clients of transportation benefits; coordinates services with community and government offices to ensure clients' needs are met; refers clients to other social services programs. Compiles reports in VetsView system for approval; presents applications and recommendations to the Executive Director and/or the Veterans Service Commission Secretary; closes applications and prepares final reports for recording; places approved applications on weekly check register; researches payment requests to determine if vendor can be paid directly through MUNIS; sets up payments to vendors; notifies all parties of decision. Receives, screens, and schedules clients for transportation needs to all VA Medical Centers in the Butler County district; maintains transportation files; keeps account of clients served; adds new clients; makes changes in existing clients' files. Scans documents into VetsView program; makes weekly trips to Auditor's Office to drop off check sheets and pick up veterans' checks. Performs basic requests from veterans, including record requests, application for high school diplomas, home loan certificate, funeral home request, or any other documentation not directly communicated to the Department of Veterans Affairs or which requires verification from the VA; keeps records for statistical reports. Works in conjunction with other local, county, state, and federal agencies assisting clients. Performs other job related duties as required.

Required Qualifications:

Shall be a veteran or the spouse, surviving spouse, child, or parent of a veteran pursuant to O.R.C. § 5901.06; high school diploma or equivalent; two (2) years' experience working with the public, or any equivalent combination of relevant education and/or experience. Knowledge of: budgeting; accounting; government structure and process; veterans services laws and/or regulations; *agency goals and objectives; *department policies and procedures; public relations; office practices and procedures; records management; office management; public administration; case management; *VetsView software; *MUNIS software. Skill in: computer operation; typing (30 wpm).

Selection Procedure: Please submit cover letter, resume, and DD214 in ONE email to the Executive Director, Mike Farmer @ farmermw@butlercountyohio.org