

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0371509

Date Posted: 03/01/10

POSITION NO: 202130

Closing Date: OUF

CLASS CODE: 3825

POSITION TITLE: Veterans Services Officer

DEPARTMENT NAME: Department of Navajo Veterans Affairs - Western Navajo Agency

DEPARTMENT NO: 37 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N610A

Days: Monday - Friday Permanent: SALARY: _____

Hours: 8 am- 5pm Temporary: Duration: _____ \$ 28,371.20 Per Annum

Part-Time: No. of Hrs/Wk: 40 hrs \$ 13.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, directs and oversees the day-to-day operations of the Western Navajo Agency Department of Navajo Veterans Affairs; supervises staff; assigns and monitors duties of the Agency staff; develops and implements goals and objectives in coordination with the DNVA Department Manager III; establishes work priorities and schedules; participates in budget development; presents annual budget to oversight committee and others during the budget season; monitors expenditures; prepares grant proposals; provides technical assistance and guidance to the Department Manager III; ensures compliance with applicable laws; interviews and selects new staff; identifies and provides training; conducts performance appraisals; provides assistance to Navajo Veteran clients, their dependents and survivors concerning veterans benefits and entitlements; conducts initial assessment, interviews Navajo Veterans, family and/or caretakers to obtain information and documents; provides information on benefits and entitlement application process; conducts research on benefits/entitlement; compiles, reviews and prepares documents for submission to U.S. Department of Veterans Administration; prepares note/narratives on all cases; advocates on behalf of Navajo Veterans; monitors and tracks cases; handles appeals; and collaborates with service providers and makes referrals to service providers; provides counseling on financial, housing, employment, loans, education, etc.; coordinates housing assistance activities with DNVA Central Administration Office; conducts home visits to determine housing needs; reviews/approves housing assistance; develops/implements appeal process for claims denied by the U.S. Department of Veterans Administration; and prepares required reports; coordinates Navajo Veterans' events and activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Business or Public Administration, or a closely related field; and

Experience:

three (3) years experience with a veteran's program, of which one (1) year must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of benefits and opportunities available to Navajo Veterans under the US Department of Veterans Administration; federal and state laws affecting the Veterans of the U.S. Armed Forces. Skill in researching and obtaining additional funds available to Veterans; skills in interacting with people with difference perspective on issues.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99