



## Cow Creek Government Office

### Veterans Service Officer

Job Code: 1811  
Department: Culture  
Location: Roseburg, Oregon  
Minimum Hourly: \$27.99

#### POSITION PURPOSE:

The Veterans Service Officer will serve as a resource available to all Tribal Veterans, their spouses, and families. This program serves as a gateway for accessing a multitude of services, facilitating medical claims, and obtaining pertinent information catered specifically to the needs of veterans. Beyond its functional aspects, the program aspires to foster a greater sense of involvement among members within the Tribal community. Additionally, the program plays a pivotal role in orchestrating the coordination of the color guard, responsible for the solemn presentation of flags during significant events and conferences.

#### ESSENTIAL FUNCTIONS:

- Assist Veterans in locating lost or pertinent documents.
- Assist in filing appropriate claims to receive benefits.
- Create and maintain a database of Veteran, veteran spouse, or family member. Document location, what services they need, upcoming life events, where referrals are made to (internal and external), what brand of service they are from, what claims have been submitted, etc.
- Educate and assist what resources are available for when they pass away.
- Continuous and regular outreach to evaluate needs. Make referrals as necessary.
- Coordinate with Veterans to present flags at Tribal events and conferences.
- Mail Birthday cards, Veteran's Day gifts and event recognition.
- Host Veterans specific events, Fourth of July luncheon, Veteran's Day Parade, cemetery cleanup, Veterans Pow Wow, Culture Events, Fishing, Drum making, etc.
- Host coffee mornings, meetings, activities, and other service-related activities. Organize food, supplies needed, and clean up as appropriate.
- Take Veterans to appointments or to receive services.

#### QUALIFICATIONS:

- 2-3 Years Veterans Services experience required.
- Must be able to attend the ODVA state training for accreditation.
- Demonstrated experience in leading others, either through expanded responsibilities or special projects.
- Maintain a valid drivers license with excellent driving record.
- Be mentally and physically capable of assisting Veterans based on their needs.
- Be able to use sound judgment in carrying out written and oral directions.
- Ability to generalize/apply information in a variety of settings & circumstances to maintain consistent support to individuals, especially during an emergency.
- Ability to be flexible and adaptable in all environments and situations.
- A nature and temperament to encourage and promote personal growth and development in others.