



Clinton County Veterans Service Commission

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CLINTON COUNTY VETERANS SERVICE COMMISSION (CCVSC) ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Veterans Outreach – Communication Coordinator (FULL-TIME)

The Clinton County Veterans Service Commission is seeking candidates for the position of *Veterans Outreach – Communication Coordinator (Full-time)*.

The application packet shall consist of:

- Clinton County Application for Employment,
- Certified copies of all Military Discharges (DD-214), Proof of a (Direct bloodline) veteran family member
- Three references (name, address, contact number)

Job Information

Hours - 40

Classification – Technical

Salary Range - \$47,840 Annual

Job Title: Veterans Outreach – Communication Coordinator

Reports to Clinton County Veterans Service Director

Job Goal

Provides coordination of Veteran Services to include, reporting, scheduling, contacting veterans and their families and community communications. Also serves as advisor and assists veterans in planning program of services. Manages the Clinton County Veterans Service Office's Social Media and web site.

Essential Duties and Responsibilities

The following duties and requirements are a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as an exhaustive list of specific duties and responsibilities. Management may direct employees to perform job-related tasks other than those specifically presented in this description.

1. Conducts community outreach for purposes of veteran benefits awareness.
2. Attends all services related training conferences and workshops to stay informed on policies and regulations.
3. Manages Veterans Service Office's Social Medias and Web Site.
4. Coordinates veteran programs and co-curricular veteran related activities.

5. Serves as a liaison with community groups and government agencies.
6. Work as the Clinton County Veterans Service Office Veteran Justice Outreach by contacting all county court systems, supervision offices, and the jail to arrange any needs for veterans.
7. Serves as a liaison with all Homeless County Programs to assist with any veterans that need housing.
8. Work closely with Clinton County Veterans Service Office staff to arrange appointments for Veterans.
9. Work with veterans and employer in the county to arrange, Job Fairs and employment opportunities for veterans.
10. Serves as a liaison between the Veterans Service Office and Veterans that are in a Clinton County Care Facilities to assist veterans and their families with making appointments with Clinton County Veterans Service Office staff to assist in obtain eligible benefits.
11. Performs other duties as assigned.

Minimum Requirements

Per Ohio Revise Code 5901.07, applicant must be a veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child, or parent of a veteran.

Knowledge, Skills, and Abilities

- High school graduate or G.E.D. equivalent.
- Minimum of two (2) years' experience working in social work or veterans' services.
- Ability to comply with all established policies and procedures established by this agency.
- Ability to work under deadlines and with all levels of veterans and their families.
- Ability to interpret a variety of instructions in written, oral, picture or schedule form.
- Ability to speak in a public and a good interpersonal relationship skill with diverse groups.
- Must have a valid driver's license and meet the Clinton County's current vehicle use requirement.
- Must pass a background investigation.
- Must be able to work some evening hours and occasional weekends.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of interviewing, researching, negotiation, and counseling techniques.
- Ability to comprehend and interpret laws, rules and regulations.
- Ability to effectively deal with people, to solve problems, and to network.
- Knowledge of eligibility and entitlement criteria for all federal, state and local benefit programs.
- Familiar with and ability to interpret military personnel and medical records.
- Familiarity with state and local social service agencies.
- Familiarity with internal and external investigative procedures and techniques.
- Familiarity of veterans' laws, rules, and regulations.

Physical Requirements

The physical expectations of this job are listed below. Terms and descriptions are as defined by the U.S. Department of Labor.

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Preferred Qualifications

- Social Worker, Criminal Justice or Communication degree
- Has established and/or maintained a web site and social media sites

SUBMISSION: To request a *Clinton County Application for Employment*, contact the Veterans Service Commission (937) 382-3233. Submit your application to the Veterans Service Office, 43 S. Walnut Street or by email to rollins.jeffrey@clintoncountyohio.us by the application deadline.

This job description is not intended to be all-inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied.

Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head.

Clinton County government is an Equal Opportunity Employer and does not discriminate based upon any protected class.