US House of Representatives Wounded Warrior Fellowship Program Vacancy Announcement

Job Title: Constituent Services Representative

Member: Congressman Jason Chaffetz

Office Location: 51 S University Ave., Suite 318, Provo, Utah, 84601

Date Needed: Open Until Filled

Job Summary: The position is for a Constituent Services Representative in the District Office. Primary responsibilities are to assist the Office Manager and Military Affairs Representative in the management of the office and to facilitate and coordinate responses to a wide range of requests received from military and veteran constituents.

Job Duties and Responsibilities: The candidate for this position will help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates. The candidate will be required to communicate clearly with constituents about what can and cannot be done on their behalf. The candidate will be required to learn the laws, regulations and intricacies affecting a constituent’s case as well as the procedures and structure of Congressman Chaffetz' office regarding casework and employee obligations. This position will involve some travel within the district. The candidate will also be responsible for assisting the Provo Office Manager in the management of the front office, interns, correspondence, phone calls, and other office needs. Additionally, the employee will be responsible to perform other duties as assigned by his/her supervisors.

Requirements: This program is limited to veterans who have served on active duty since September 11, 2001, with less than 20 years of service and have a minimum 30% disability rating from the Department of Veterans Affairs. High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Excellent communication and organizational skills. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. Service-oriented, positive attitude, and strong teamwork ability.”

Salary: Commensurate with experience.

Contact: Interested veterans should visit www.cao.house.gov for more information. Please submit a resume, a DD214 and a letter from the VA indicating a 30% or greater rating to housewoundedwarriors@mail.house.gov. Do not send resumes directly to the office of Congressman Chaffetz.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.