



## POSITION AVAILABLE:

### Veterans Benefits Counselor

POSTING DATE: Wednesday, June 2, 2021  
DEADLINE TO APPLY: Open until filled  
DEPARTMENT: Veteran's Service Commission  
LOCATION: Ravenna, OH  
STARTING SALARY: \$14.93/hour  
WORKING HOURS: 8:00 a.m. - 4:30 p.m. Monday - Friday  
FLSA STATUS: Classified, non-exempt

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#### MINIMUM QUALIFICATIONS:

High School diploma plus two years of higher education is preferred. Previous experience in social work, counseling or a related field helpful. Must have a valid driver's license and meet the county's current vehicle use requirements. **Must be a veteran.**

#### EXAMPLE OF DUTIES:

Responsible for counseling and assisting persons in the United States Armed Forces, veterans, spouses, surviving spouses, children, parents and other dependents in preparing and presenting claims to the Department of Veterans Affairs or claims for any type of benefits from federal, state or local agencies. Conduct comprehensive client interviews to assess client needs. Counsel and advise clients on eligibility and entitlement to VA benefits. Research, locate, obtain and evaluate military personnel, medical records and private records for VA claims. Prepare and process benefit claims. Review VA decisions. Prepare appeals to VA decisions. Examine and evaluate financial documents to determine eligibility for financial assistance. Prepare and process financial assistance claims. Investigate financial assistance claims internally. Conduct home visits for housebound claimants. Transport veterans to medical appointments at VA health care facilities. Conduct and/or coordinate referrals to federal, state and local social service agencies. Maintain log sheets and data bases on daily work and pending action. Attend training courses, seminars, workshops and staff meetings.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- SUBMIT THE REQUIRED COUNTY APPLICATION, FORM DD214, RESUME & COVER LETTER TO:

RICHARD MCCLELLAN, DIRECTOR  
PORTAGE COUNTY VETERANS' SERVICE COMMISSION  
449 S. MERIDIAN STREET, 3RD FLOOR  
RAVENNA, OH 44266

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)