



The VFW Washington Office has a position opening as described.

Location: Military District of Washington, DC
(Ft. Belvoir, VA; however, can include outlying areas in Maryland and Virginia)

DEPARTMENT: National Veterans Service
JOB TITLE: National Pre-discharge Claims Representative
JOB LEVEL: Grade 9/10/11 (based on experience)
STARTING SALARY: \$45,876/\$50,462/\$53,499, plus benefits

JOB DUTIES:

Accept/process claims for VA benefits as part of the Veterans of Foreign Wars veterans' outreach programs at military installations in the assigned geographical area, in support of the VA's Benefits Delivery at Discharge Program. This individual will be headquartered in the Washington, DC area (Ft. Belvoir, VA); however, extensive travel by personal vehicle may be required to the outlying areas of Maryland and Virginia.)

Conduct research and make inquiries pertaining to military service policies and regulations. Interacts with local VA regional office leadership and pertinent military officials in fulfillment of the mission to provide service to separating military personnel.

Prepare statements on behalf of the client's claim. Assist, as required, the claimant in obtaining medical opinions from attending physicians or other health care professionals.

Process inquiries from the veterans' community concerning veterans' benefits. Ensure that the appropriate claims forms are accurately and timely submitted.

Review statutes, regulations and government directives to ensure that veterans' interests are articulated in accordance with VFW national mandates and the National Veterans Service Policy and Procedure.

Make presentations describing the posture of the Veterans of Foreign Wars service programs to separating military personnel and, on an as-needed basis, to local veterans communities and federal agencies. Interact with other veterans service organizations and state veteran service agencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Proficient and advanced human relations skills and analytical abilities are required to interface with both active duty military personnel and the veterans' community, to analyze claims folders, research and apply applicable statutes, regulations, government directives, and VFW policies pertinent to the claim. Position requires knowledge of given subjects to such a degree as to make

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the incumbent authoritative in the veterans' entitlements and benefits programs. Includes public speaking as a regular duty and incumbent may be frequently called upon to state publicly VFW positions on special veterans' affairs issues.

Position requires knowledge of given subjects to such a degree as to make the incumbent familiar in the veterans' entitlements and benefits programs, which is normally gained through extensive study in either a business or academic environment, to include former military training.

Superior knowledge is required of military regulations, directives and terminology, including military discharge characterization, to properly represent separating active duty military personnel in applying for benefits with the Department of Veterans Affairs.

Position requires three years directly related experience in the same or closely related field. This includes advanced knowledge of personal computers to include software applications, case management techniques and other electronic applications used in a fully automated office environment.

Position requires VFW accreditation with the Department of Veterans Affairs and successful completion of the Veterans Benefits Administration's Training, Responsibility, Involvement and Preparation of claims (TRIP) test. Incumbent will be required to take recertification tests to monitor their proficiency in the laws pertaining to veterans' benefits.

Position is under the direct supervision of the Assistant Director for Field Operations and has no supervisory responsibility. Position requires the ability to work independently under minimal supervision

Domestic travel required for attendance at mandatory VFW service officer training conferences.

Performance of duties in a location remote from NVS headquarters requires incumbent to work independently, with little immediate supervision; with requirement to provide reliable reports that attest to performance of duties.

Must be a veteran and eligible for VFW membership.

Candidates will be subject to background checks covering criminal, financial, and employment; once employed, continued employment requires accreditation by the Department of Veterans Affairs. Anyone interested in this opening should forward an up-to-date resume and cover letter to DCHR@vfw.org, **SUBJ: BDD-Belvoir**.

CLOSING DATE: January 25, 2019