

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERANS EMPLOYMENT REPRESENTATIVE I

POSITION CODE: 47701

Effective: 8-1-14

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions primarily as a Disabled Veteran's Outreach Program Specialist, providing concentrated employment services in order to enhance the employability of veterans with employment barriers; performs professional level duties in the areas of veterans' outreach and registration, work history assessment, vocational guidance, employment planning, employability services, referral and job placement; contacts community organizations to develop training and vocational enhancement opportunities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides veterans' services for a designated field operations consolidated office by evaluating, developing and improving services provided to veterans; provides concentrated services to disabled veterans.
2. Performs veterans' outreach and registration, work history assessment, employment planning and employability services, referral and job placement; matches veterans' qualifications to job requirements in order to effect placement.
3. Functions as a case manager for Veteran's Administration Chapter 31 Vocational Rehabilitation and Employment (VR&E) participants and other veteran training programs in order to avoid unnecessary terminations, make referrals to appropriate counseling, facilitate successful completion of training, and to follow-up to determine outcome of the veteran's participation in VR&E; consults with and coordinates efforts with federal VR&E program representatives.
4. Reviews the work of consolidated office staff assigned to assist veterans; assists veterans with interviewing, counseling, and placement issues office-wide; participates in maintaining records and preparing reports of veterans' activities.
5. Provides special assistance to veterans in need of specialized training, advising them of the most appropriate courses available and arranging for General Aptitude Test Battery (GATB) tests to determine aptitudes for specialized training; furnishes vocational guidance services to veterans with respect to their selection of, and changes in, vocations and their vocational adjustment.
6. Cooperates with the representatives of the Federal Veterans' Employment Service and other staff members in facilitating maximum job opportunities for veterans; develops employability resources by phone or personal visit; maintains regular contact with veterans' organizations and/or any other agency interested in veterans' issues.

VETERANS EMPLOYMENT REPRESENTATIVE I (Continued)

7. Assists with the preparation of the business plan of service for veterans and all necessary program reports.
8. Routinely participates in in-service training programs, attending such conferences as the National Veteran's Training Institute.
9. Assists in the establishment and implementation of a field visitation program.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social or behavioral sciences, business administration or marketing.

Requires other than dishonorable discharge from the Armed Services of the United States, with preference given to qualified disabled veterans and other qualified veterans, in that order.

Knowledges, Skills, and Abilities

Requires extensive knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life, and benefits available to veterans, including education and training.

Requires working knowledge of labor relations, employment practices, and occupations in industry and business.

Requires elementary knowledge of state and federal labor and employment laws, and the Dictionary of Occupational Titles.

Requires ability to acquire elementary knowledges of electronic data processing equipment, for use in the agency's computerized information system.

Requires ability to maintain satisfactory working relationships with other employees, veteran applicants, employers and the general public.

Requires ability to follow oral and written instructions and to learn basic technical knowledge necessary for effective performance of duties assigned.

Requires ability to communicate clearly and effectively, both orally and in writing.

Requires ability to utilize program relative electronic data processing resources.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.