

JOB VACANCY ANNOUNCEMENT

Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

Veterans Service Representative

Job Posting Number:	17-35	Monthly Salary:	\$3,000.00
WIT Posting Number:	5193007		
State Classification:	Veterans Service Representative I (VEL LVER)	Class No., Group:	5104, B13
Location:	Denton Workforce Center Denton, TX	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week	Travel:	10%
Posting Date:	12/06/2016	Closing Date:	12/19/2016

Job Summary: Serves as a vital member of the Veterans Employment Services team by advocating for Veterans' employment and training opportunities with business, industry, and community-based organizations. The Veterans Employer Liaison (VEL) disseminates information regarding employment and training programs and facilitates Veteran access to all workforce development programs and services.

Minimum Education: Associate's degree from an accredited college or university with major course work in work/social sciences or a related field. Experience may be substituted for education on a year by year basis.

Experience: One year of experience interviewing, job placement, and retention and counseling of Veterans and other eligibles. Applicant must be a Veterans who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge OR a Veteran who was discharged or released from active duty because of a service-connected disability; OR the incumbent must be an eligible person as defined by Title 38 of the United States Code.

Job Duties:

- Conduct outreach to employers, organizations, and other service providers to promote Veterans employment goals and objectives and to assist Veterans in gaining employment.
- Develop and maintain partnerships with business organizations, employers, labor unions, and Veterans' service organizations.
- Facilitate Veteran employment by coordinating and collaborating with Workforce partners to include Workforce Business Services Units to ensure optimum employment and training opportunities for Veterans.
- Analyze labor market information for employment trends and develop strategic initiatives and regional plans for effective employer recruitment strategies.
- Coordinate with Veteran Career Advisors and partner staff to provide job opportunities to specific Veterans.
- Review and analyze Veteran qualifications to ensure they meet the requirements for employer's job opportunities.
- Plan and participate in job and career fairs.
- Make presentations to employers and other groups to promote Veteran services.
- Conduct seminars for employers and job search workshops with employers.
- Promote credentialing and licensing opportunities for Veterans.
- Review and report on the Workforce services provided to Veterans and recommend strategies, solutions, or corrective action when required.
- Provide training and technical assistance to staff administering services to Veterans; prepare quarterly reports.
- Enter and retrieve information to/from computer systems (WorkinTexas.com, TWIST, or other electronic databases, etc.)
- General personal computer, Microsoft Windows and Microsoft office and internet research experience preferred.
- Travel may be required at least 10% of the time for work-related functions.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

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(Continued)

Knowledge, Skills and Abilities:

- Knowledge of interviewing and assessment techniques and procedures.
- Knowledge of community resources.
- Skill in conducting interviews and in counseling others.
- Skill in operating computers and applicable software.
- Ability to gather, assess and analyze Veterans' needs.
- Ability to coordinate Veterans' services.
- Ability to communicate effectively and to train others.
- Ability to maintain effective public contacts.
- Ability to counsel special applicant groups; evaluate information obtained in review of Veterans' programs; and to maintain effective public contacts.

Additional Requirements:

A valid Texas Driver's License is required.

Applicant must be a Veterans who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge OR a Veteran who was discharged or released from active duty because of a service-connected disability; OR the incumbent must be an eligible person as defined by Title 38 of the United States Code.

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

Military Crosswalk information:

From the SAO website.

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf

To Apply: (3 Options)

1. Submit a complete State of Texas Employment Application, DD214 member #4, and Benefits Letter (if applicable) to: kimberly.reid@tvc.texas.gov; OR

2. Mailed applications will be accepted to the Texas Veterans Commission, Attn: Kimberly Reid, Staff Services Officer, 500 N. Akard St., Suite 3030, Dallas TX 75201. Applications must be postmarked by the closing date in order to be considered for this posting. OR

3. Through <https://wit.tvc.state.tx.us>. (Applicant must follow-up with required documents.)

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.