

Veterans Employment Services Staff Roles and Responsibilities

Veterans Career Resource Division (VCRD)

Jobs for Veterans State Grant DVOP-Funded Positions

The VCRD consists of all JVSG-DVOP funded positions, and is tasked with providing intensive services and creating a supply of job-ready Veterans. Emphasis and priority is given to special disabled Veterans, other disabled Veterans, and other categories of Veterans in accordance with priorities determined by the Secretary of Labor. Services provided by VCRD staff include:

- Formal Employment Planning
- Résumé / Application Assistance
- Warrior Transition Unit Briefings
- Veterans Administration Vocational Rehabilitation & Employment Orientations
- Supportive Service Referrals
- Job Searching Techniques Training
- Job Clubs
- Work Opportunity Tax Credit Pre-Certification
- Transition Assistance
- Job Posting Referrals
- Post-Employment Follow-Up

Veterans Career Advisor (VCA)	The VCAs' primary responsibility is to provide intensive services to Veterans with significant barriers to employment (SBE) as defined by DOL-VETS. The objective is to assist Veterans with significant barriers to employment in overcoming these barriers to obtain and retain long-term meaningful employment.
Rural Veterans Career Advisor (RVCA)	The RVCAs' primary responsibility is to provide intensive services to Veterans with SBEs as defined by DOL-VET. The objective is to assist Veterans with significant barriers to employment in overcoming these barriers to obtain and retain long-term meaningful employment. In order to provide appropriate employment services to Veterans in sparsely populated areas where the assignment of multiple staff would be impractical, the RVCA has a secondary responsibility of conducting employer outreach.
Regional Outreach Coordinator (ROC)	The ROCs' primary responsibility is to outreach to jobseekers with SBEs that are unaware of available employment services and to create partnerships that address the needs of those who are in most need of employment services. ROCs will also conduct workshops for Veterans with SBEs and represent TVC with Veterans Courts.
Vocational Rehabilitation & Employment Coordinator (VR&E)	The VR&E Coordinators' primary responsibility is to coordinate proper services between the Veterans Administration (VA) partners and VES staff. Referrals are received from the VA and are based upon a disabled Veteran's completion of VA-sponsored training. VR&E Coordinators also provide training to VA staff and labor market information to disabled Veterans through VR&E Orientation activities.

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Veterans Recruitment Division (VRD)

Jobs for Veterans State Grant LVER-Funded Positions

The VRD consists of all JVSG-LVER funded positions and is tasked with facilitating employment, training, and placement services for Veterans in the State of Texas. VRD staff promote the benefits of hiring Veterans to employers, employer associations, and business groups. Services provided by VRD staff include:

- Veterans Preference Program Assistance
- Hiring Authorities' Training
- Work Opportunity Tax Credit Pre-Certification
- Career Fairs
- Job Posting Development
- Hiring Events
- TVC Employment Services Liaison

Veterans Employer Liaison (VEL)

The VELs' primary responsibility is to act as a liaison between businesses, contractors, employer associations, and other related entities and to encourage the hiring of qualified Veterans. VELs coordinate and develop employment opportunities for Veterans with local organizations and facilitate Veteran access to employment programs and services offered by those organizations.

Veterans Employer Liaison – Public Entity (VEL-PE)

The VEL-PEs' primary responsibility is to act as a liaison for state agencies and to encourage the hiring of qualified Veterans. VELs coordinate and develop hiring opportunities within public entities, focusing on state agencies, by promoting the benefits of hiring eligible Veterans.

Family Employment Division (FED)

Texas State-Funded Positions

The FED consists of state-level funded positions and provides job coaching to spouses, family members, and caregivers of active duty service members and Veterans who are not eligible for DVOP-funded services. The FED provides the following services:

- Job Search Techniques Training
- Résumé / Application Assistance
- Job Clubs
- Supportive Service Referrals
- Job Posting Referrals
- Post-Employment Follow-Up

Family Career Advisor (FCA)

The FCAs' primary responsibility is to provide a full range of employment, training, placement, and outreach services to meet the needs of active duty Wounded Warrior and Veteran Military spouses and their family members. FCAs work closely with VES Veteran Career Advisors and military Family Employment Readiness offices. Priority is given to spouses and caregivers of Wounded Warriors. FCAs advocate for Military and Veteran spouses and their families for employment and training opportunities with business, industry, and community-based organizations. FCAs can work with Veterans who are 1) spouses of or 2) family members of an active duty service member or Veteran who is ineligible for VCA services.