

## EXHIBIT A

### Veteran's Service Outreach Coordinator

**General Duties:** The Veterans Service Outreach Coordinator (VCOC) provides information and referral services to veterans in need of assistance. The VCOC responds to requests for assistance by interviewing veterans to assess their needs and provides referral services to local service providers as appropriate. The VCOC also assists with the completion and submission of necessary application forms for services; attends meetings and training as required; maintains files and records on individuals served and services provided; and prepares monthly reports for the Town Board on all activities. The nature of this position may require on or off-site visits/meetings which could include in-home visits.

#### **Minimum Qualifications:**

- Graduation from High School or GED
- Knowledge of issues facing Veterans/transitioning Military Personnel and their needs
- Knowledge of local agencies/service organizations or other assistance providers in order to identify and secure needed services for Veterans.
- Ability to work with veterans and coordinate a wide range of activities with various service providers.
- Ability to develop outreach materials.
- Ability to use computers and the internet
- Skill in using Word and Excel
- Ability to maintain and prepare reports

#### **Other Requirements:**

- Requires a valid NYS drivers license; and use of a privately owned and insured vehicle.

#### **Specific Duties:**

- Provide information to Veterans about all resources whether it be a Veteran Service Organization or other not for profit organization and their eligibility requirements.
- Help with VA medical and financial matters
- Assist with NY State and or Onondaga County Veterans benefits such as memorial registrations and community services.
- Coordinate with the Veteran and their specific need to get the best possible solution.
- Perform follow-up visits and/or calls to the Veteran to make sure the service was carried out properly.
- Maintain confidential personal information
- Plan activities to inform Veterans of their available benefits
- Help Veterans get more involved with other beneficial programs
- Supply a monthly report to the Town Board
- Performing all other duties as required.