

**DISABLED VETERAN OUTREACH PROGRAM SPECIALIST**

**Nature of Work:** Under general supervision at the full-performance level, provides a wide variety of services to veterans, and intensive employment and employability development services to disabled veterans as established by federal laws and regulations. Performs related work as required.

**Examples of Work**

- Develops job and job training opportunities for disabled veterans through contacts with employers, especially small and medium-size private sector employers.
- Promotes and develops apprenticeship and other on-the-job training positions.
- Carries out outreach activities to locate disabled veterans through contacts with local veterans organizations, Veterans' Administration, the state employment service agency and local employment service offices and community-based organizations.
- Provides appropriate assistance to community-based organizations and other organizations and appropriate grantees under other federal and federally-funded employment and training programs in providing services to veterans.
- Provides assistance to local employment service office employees with responsibility for veterans services.
- Consults and coordinates with other appropriate representatives of federal, state and local programs for the purpose of developing maximum linkages to promote employment opportunities for and provide maximum employment assistance to veterans.
- Carries out other duties which will promote the development of entry level and career job opportunities for veterans.
- Develops outreach programs in cooperation with appropriate Veterans' Administration personnel engaged in providing counseling or rehabilitation services with educational institutions, and with employers in order to ensure maximum assistance to disabled veterans who have completed or are participating in a vocational rehabilitation program.
- Provides counseling services to veterans with respect to veterans' selection of and changes in vocations and veterans' vocational adjustment.
- Provides services as a case manager to veterans participating in Federal or federally funded training programs.
- Works only with veterans with priority given to Special Disabled Veterans with 30% or more service connected disabilities.

**DISABLED VETERAN OUTREACH PROGRAM SPECIALIST (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of labor and industrial conditions within the local office area. Knowledge of job requirements and source of information regarding job.

Knowledge of regulations and programs affecting veterans.

Knowledge of interviewing and placement techniques.

Ability to develop and maintain effective relationship with organizations and individuals.

Ability to perform job development through contacts with employers.

Ability to meet the public and explain veteran's rights and obligations.

Ability to use sound judgment in decision making.

Ability to keep records, prepare reports and correspondence.

**Minimum Qualifications**

**Training:** Graduation from a standard high school or the equivalent.

**Experience:** Two years of full-time or equivalent part-time paid employment.

**Note:** A non-veteran is ineligible to be appointed to fill a Disabled Veterans Outreach Program Specialist position.

**Substitution:** Successful full-time study in an accredited college or university, or resident business or vocational school training may be substituted through an established formula for the required experience.

**Special Requirement:** When vacancies occur, Disabled Veteran Outreach Program Specialist positions must be filled by qualified disabled veterans. If no qualified disabled veterans are available, the Bureau of Employment Programs must request a waiver to hire a non disabled veteran from the Regional Director, Veterans Employment and Training Service, U.S. Department of Labor.

Established:	11/21/91
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