

**US House of Representatives
Wounded Warrior Fellowship Program
Vacancy Announcement**

Job Title: Congressional Staff Assistant/Case Worker

Member: Eliot Engel

Office Location: 3655 Johnson Avenue, Bronx, NY 10463

Date Needed: Immediately

Job Summary:

The position is for a caseworker to work in the Congressional Office to facilitate and coordinate responses to a wide range of requests received from constituents. District caseworkers also help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates.

Job Duties and Responsibilities:

The incumbent for this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of Congressman Eliot Engel. The caseworker will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the Congressman's office. The caseworker will be required to learn the laws, regulations and intricacies affecting a constituent's case as well as the procedures and structure of the Congressman Engel's office regarding casework and employee obligations. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director and other staff members.

Requirements: This program is limited to veterans who have served on active duty since September 11, 2001, have a minimum 30% service connected disability rating from the VA and less than 20 years of service. High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Excellent communication and organizational skills. Service-oriented, positive attitude, and strong teamwork ability. Spanish speaker a plus but not mandatory.

Salary: Commensurate with experience.

Contact: Interested veterans may go to www.cao.house.gov to learn more about the program and may submit their resumes, a DD214 and a letter from the VA indicating that they have a 30% or greater rating to housewoundedwarriors@mail.house.gov. Do not send resumes directly to the office of Congressman Engel.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.