

The Metrowest District Seeks a FT Director of Veterans' Services

Are you a veteran looking to positively affect the lives of other veterans?

Here is your opportunity!

The Metrowest District of Ashland, Holliston, Hopkinton and Medway is seeking to fill the full time position (40 hours) of Director of Veterans Services. Position assists and advises veterans, their dependents and beneficiaries regarding their entitled benefits under state and federal law, ensures that accurate records are maintained, and ensures that applicants receive valid information and sound advice. Position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control. Performs varied and responsible duties requiring a high level of initiative and independent judgment in the administration and execution of department services and the administration of benefits and other assistance services to veterans and their dependents. Responsible for the training and supervision of all staff members. Duties require strict adherence to state and federal laws. Participates in department planning under the guidance of the Chairman of the Board of Directors.

Qualifications:

1. Bachelor's degree in business administration or social services; five years of experience in social welfare or related field; or any equivalent combination of education and experience.
2. Excellent customer service skills.
3. Valid Massachusetts driver's license with good driving record.
4. Incumbent must be an honorably discharged United States veteran (with wartime service as defined by clause Forty-Three of section seven of chapter four of the Massachusetts General Laws) and must produce a copy of their last Certificate of Release or Discharge From Active Duty (DD Form 214).
5. State Certification as a Veterans Services Officer per Massachusetts General Laws and Code of Massachusetts Regulations.
6. Experience in and extensive knowledge of veterans' benefits administration preferred.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, attached, to hr@hopkintonma.gov no later than **Friday, February 24, 2017**. You may also include a cover letter and resume; however, the Application for Employment is required. While the preferred method of application is through e-mail or on-line, applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 18 Main Street, Hopkinton, MA 01748. *The Towns of Ashland, Holliston, Hopkinton and Medway are equal opportunity employers and encourage diversity.*

