



Human Services Department
COUNTY OF SONOMA
ADULT & AGING DIVISION
Veterans Service Office
3725 Westwind Blvd., Ste. 100
Santa Rosa, CA 95403



Karen Fies
Department Director
Paul Dunaway
Division Director

Mark Orlando
Veterans Service Officer

Employment Opportunity

The Sonoma County Veterans Service Office is proud to announce the opening of (2) part-time Department of Veterans Affairs (VA) Work Study positions. See below for job specifications and program eligibility requirements.

Position:

VA Work Study

Job Description:

Under the direct supervision of the Veterans Service Officer perform the following:

- Front desk duties such as; answering phone calls, sending and receiving emails, greeting incoming customers.
- Assist veterans with general inquiries about veteran benefits they can receive and other veteran related activities.
- Assist and participate in outreach within the community.
- Collect, compile, and track data in support of the Veterans Service Office (VSO).
- Perform basic data analysis and generate reports.
- Assist with the distribution of accurate and current Veterans Affairs publications (brochures, flyers)
- Assist with coordinating the day to day operations of the VSO program, flow, processes and functions.
- Assist Office Manager with proper file keeping and records management.
- Conduct other clerical, office duties as required.

Program Eligibility Requirements:

The VA Work Study allowance is available to persons training on a full-time or ¾ time basis under the following programs:

- Post 9/11 GI Bill (Chapter 33) Veterans & transfer-of-entitlement recipients
- Montgomery GI Bill (Chapter 30)
- Post-Vietnam Era Veterans' Educational Assistance Program (Chapter 32)
- Dependents' Educational Assistance Program (Chapter 35)
- Vocational Rehabilitation & Employment Program (Chapter 31)

Pay:

California Minimum Wage \$10.50/hour

How to Apply:

-Apply in person or scan and email application to morlando@schsd.org

Please direct any questions to the Sonoma County Veterans Service Office, (707) 565-5955. 3725 Westwind Blvd, Santa Rosa, CA 95402. Thank you for your interest!

VA Work Study Application

Sonoma County Veterans Service Office
3725 Westwind Blvd.
Santa Rosa, CA 95402
(707) 565-5955

Full Name: _____

Address: _____

Phone Number: _____

Availability: _____

VA Educational Program **CURRENTLY** Enrolled In: _____

Brief narrative as to why you would like to be part of this program and any skills or traits that would make you a good fit:

The office will contact you with any additional questions or to schedule an interview. Should an offer be extended, be prepared to complete and submit VA Form 22-8691 to this office. We will submit it to the VA for approval. This process may take several weeks. **Payment cannot commence until this approval is granted.** Please feel free to contact the office at any point with questions or for a status update. Thank you for your interest in working with veterans!