



VETERANS ASSISTANCE COMMISSION OF KENDALL COUNTY

“Service Over Self”

811 West John Street, Yorkville, IL 60560

Phone: (630) 553-8357 Fax: (630) 553-0003

Website: www.co.kendall.il.us/veteransassistance

JOB TITLE: County Superintendent

DEPARTMENT: Veterans Assistance Commission of Kendall County, Illinois (“VACKC” or “The Commission”)

REPORTS TO: VACKC Board of Directors

PURPOSE: The primary purpose of this office is to supervise and manage quality and professional benefit assistance to Kendall County’s veterans and/or their families.

FUNCTIONS: Listed below are typical functions performed by this position. This description may not contain every function or responsibility that may be required or performed by the County Superintendent. Other job related functions may be required as needs dictate.

PRIMARY FUNCTIONS OF THIS POSITION:

1. Responsible first, to the military veterans residing in Kendall County and second to Kendall County taxpayers as a steward of their funds.
2. Presents a positive and caring image to the clients served by this office as well as County and VACKC officials.
3. Oversees professional and outgoing assistance to veterans, their widows, and their families.
4. Manages all aspects of the operation of the VACKC Office to include, but not limited to, provision of financial assistance to eligible veterans/widows, oversight of assistance in filing for VA benefits/healthcare/cemetery, and outreach in the community.
5. Responsible for the conduct and behavior of all VACKC employees. May hire and/or discharge employees as necessary.
6. Maintains staff membership and/or accreditation with the National Association of County Veterans Service Officers (NACVSO), the Illinois Association of County Veterans Assistance Commissions (IACVAC), and the Illinois Association of County Officials (IACO).

SPECIFIC FUNCTIONS OF THIS POSITION:

1. Responsible for all VACKC Office property to include, but not limited to, furniture, fleet vehicles, electronic devices, and burial plot deeds.

2. Authorizes the solicitation, receipt, and/or disbursement of VACKC funds and Kendall County-levied funds at the discretion of The Commission.
3. Oversees the screening of applicants seeking general and/or emergency assistance, employment or training opportunities, and/or transportation.
4. Oversees the enrollment of veterans into the Department of Veterans Affairs (VA), Veterans Health Administration (VHA).
5. Oversees consultation with veterans regarding the coordination of Medicare and VHA care.
6. Oversees the screening of veterans in their filing for Veterans Benefits Administration (VBA) benefits to include disability compensation and pension.
7. Oversees the provision of assistance in filing for National Cemetery Administration (NCA) benefits.
8. Oversees the proper completion of all forms required for any VHA, VBA, NCA, County, State or any other government entity.
9. Oversees the compilation of all necessary supporting documentation needed to support a claim for any local, state, or federal benefit.
10. Oversees any background and/or credit checks that are necessary to avoid issues with fraudulent claims.
11. Oversees the verification of form completeness and accuracy prior to submittal to respective agency.
12. Performs periodic reviews of Federal and State laws to address any changes that pertain to the proper processing of claims and compliance standards.
13. Monitors the progress of submitted claims and directs the gathering of any additional documentation that may be required to reach a decision.
14. Ensures the maintenance of strict confidentiality regarding all clients, their claims, and VACKC files.
15. Ensures compliance with all Federal, State, and County reporting requirements.
16. Accesses VA, NACVSO, and IACVAC networks for up-to-date information regarding meetings, training, and veteran benefits.
17. Reviews financial and statistical data necessary to compile the monthly "*VACKC Summary Report*" as well as any other metrics contributory to office tempo.
18. Oversees preparation of itemized statements, vouchers, or claims for payment. Approves and releases them to the County with proper receipts attached. Reviews documents for accuracy prior to submittal and ensures they are submitted on time for proper processing.

19. Builds and/or maintains positive working relationships with the veterans service organizations of Kendall County, social service agencies, non-profits, and government entities.
20. Ensures office is adequately staffed during hours of operation.
21. Delegates work to office staff based on their individual strengths to ensure efficiency, effectiveness, and office continuity during vacation periods, training sessions, or sick leave.
22. Ensures staff-member completion of required VA, State of Illinois, and county-prescribed training on an annual or more frequent basis.
23. Attends VACKC Board meetings. Prepares all required documentation for these meetings to include the *VACKC Summary Report*. This monthly report includes business transactions of the VACKC office during the previous month (number of veterans and families that sought assistance, the number of veterans and families assisted, the number of veterans transported, the number and amounts of the vouchers and claims that were forwarded for processing, and a list of any meetings or conferences that were attended).
24. Furnishes The Commission with relevant veteran-related information gathered from NACVSO, IACVAC, and any other veterans service organization.
25. Attends IACVAC meetings as time permits.
26. Ensures VACKC presence at NACVSO, State, County, and Township meetings, training courses, conferences, and seminars in order to remain current with veterans benefits, updates for the proper processing of claims, sources of outside assistance and its current availability, and other topics that will benefit the veterans of Kendall County.
27. Consults with VACKC officers on matters requiring approval of The Commission.
28. Creates and implements office and/or VACKC programs to benefit Kendall County Veterans.
29. Prepares and submits an annual report with the Governor of Illinois as required by law detailing the business transactions of the VACKC Office. A duplicate of this report will also be filed with The Commission.
30. Oversees advertising campaigns via print, radio, social media, etc. regarding the availability of veteran's benefits and the hours of operation of the VACKC Office.
31. Completes any other assignments, reports, or tasks as may be requested or deemed necessary in order to maintain proper office management.

PRIMARY SKILLS AND QUALITIES:

- Professional Attitude
- Self Starter and Motivator
- Problem Solver and Decision Maker
- Team Player
- Structured
- Proficient oral and written communication skills
- Able to interact with multiple departments

- Maintain office business-casual dress code
- Must be willing to work flexible hours, to include weekends and holidays during community outreach events

EDUCATION AND EXPERIENCE:

- As required by law, must be an honorably discharged military veteran.
- A minimum of a high school diploma combined with relevant experience is a must.
- Four-year degree from an accredited college or university preferred.
- Prior supervisory experience preferred.
- Past VSO or similar experience a plus.
- Complete the basic NACVSO certification training and maintain this certification by attending continuing education sessions on an annual basis.
- Apply for and maintain VA Office of General Counsel (OGC) accreditation.
- Proficient typist.
- Proficient with Microsoft Office Suite.
- Trainable in other computer formats.