

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

Job Title: Constituent Service Representative – Veteran and Military Issues
Member: The Hon. Gerald E. Connolly (VA-11)
Office Location: 4115 Annandale Road, Suite 103, Annandale, VA 22003
Date Needed: Immediately

Job Summary:

This position is for a Constituent Service Representative (CSR) who will specialize in casework related to Veteran's and Active Duty Service member's issues. In addition to Veteran's and Active Duty casework matters, the CSR will assist with outreach efforts into those communities and coordination of our Service Academy Nomination process.

Job Duties and Responsibilities:

The individual selected for this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of Rep. Connolly. The CSR will be required to communicate clearly with constituents about the overall process including what can and cannot be done on their behalf as well as timely follow up with Agencies and Constituents and needed to bring each case to closure. The CSR will assist the Member, Chief of Staff and District Director in outreach efforts to the Active Duty and Veteran communities to include representing the Member at public events as needed and identifying and developing outreach opportunities. The CSR will also assist the District Director in the Service Academy Nomination process. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director.

Requirements: This program is limited to veterans who have served on active duty since September 11, 2001, with 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. Ability to multi-task. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. The individual must be service-oriented, have a positive attitude and a strong commitment to teamwork.

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 Connolly.

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.

Search

Wounded Warrior Program: Frequently Asked Questions

Q. How do I apply to the House's Wounded Warrior Program?

A. Applicants may be referred to the House's Wounded Warrior program by a representative of one of the organizations listed below or any Veterans Service Organization recognized by the Department of Veterans Affairs. Additionally, eligible veterans may apply directly by sending the required documentation to housewoundedwarriors@mail.house.gov. It is necessary to indicate the location being requested.

Department of Veterans Affairs

Vocational Rehabilitation & Employment Program

Send your resume and cover letter to the VA Regional Office that maintains your VA Claim to the attention of the VRE Officer/Employment Coordinator, indicating that you wish to be considered for employment with the U. S. House of Representatives' Wounded Warrior Program. It is necessary to indicate the location being requested.

U. S. Marine Corps

www.usmc.mil

Go to **Wounded Warrior Regiment** and click on **Wounded Warrior Hot Jobs**

U. S. Army

U. S. Army Wounded Warrior Program (AW2)

www.AW2.army.mil

On the AW2 website, soldiers should indicate they are requesting consideration for the House Wounded Warrior Program.

U. S. Navy

Navy Safe Harbor Program

Email: safeharbor@navy.mil

Website: www.npc.navy.mil/comandsupport/safeharbor

U. S. Air Force

Air Force Wounded Warrior Program

afwounded.warrior@randolph.af.mil

U. S. Coast Guard

Coast Guard personnel pending medical discharge and former Coast Guard personnel with disabilities of 30 percent or greater, should send a resume and cover letter requesting consideration for the House's program to the following address:

Coast Guard Personnel Command

Physical Evaluation Board

4200 Wilson Blvd

Suite 950

Arlington, VA 22203

Veterans of Foreign Wars

vwf@vwf.org

Q. What is the definition of a "Wounded Warrior" as it relates to the House's Wounded Warrior Program?

A. Any disabled veteran who has served on active duty since 9-1-1 and has received either a Memorandum Rating of 30 percent or greater from their service Physical Evaluation Board or a VA service-connected disability rating of 30 percent or greater will be eligible to apply for positions with this program. Candidates for employment must have been honorably discharged and possess a high school diploma or GED certificate.

Q. What if I do not know my rating?

A. All military personnel discharged through the Disability Evaluation System for service incurred injuries or illnesses receive a determination of findings. If you have not received that finding or have misplaced your letter, you should contact your appropriate service headquarters. If you have misplaced your disability rating from the Department of Veterans Affairs, you may obtain a letter from your VA Regional Benefits Office that confirms your disability rating.

Q. If I am referred by one of the above agencies for a position with the House's Wounded Warrior Program, how will I be contacted and when will I start working?

A. After the program receives your referral and resume you will be contacted directly by a representative of the Wounded Warrior Program. Starting dates will be dependent upon when vacancies become available. If you apply directly through the organizational mailbox listed on the home page, you will be contacted directly by someone from the Wounded Warrior Program.

Q. How much will I be paid as a Wounded Warrior Fellow?

A. Salaries will vary from job to job, depending on the duties and recommendations from the office or Congressional Member that has hired the wounded warrior.

Q. Will all fellowship positions lead to full time work?

A. Fellowship positions are not a guarantee of continued employment. However, the opportunity for full time employment may arise.

Q. Is there reimbursement for relocation expenses?

A. Reimbursement will NOT be paid to veterans who accept a position that requires relocation.

Q. Are all Wounded Warrior Fellowships located in Washington, D. C.?

A. Although some fellowships may be located in Washington, D. C., most will be established in the district offices of Members of Congress.



Wounded Warrior Program

The Wounded Warrior Program was established to create fellowships that provide employment opportunities within the House of Representatives. The fellowships will provide veterans with experience and exposure to ultimately broaden their scope of transition opportunities. Positions are available in Congressional Member district offices nationwide. Wherever possible, those selected for the program will be given the opportunity to transition into full-time employment. However, full-time employment is not guaranteed at the conclusion of the two-year fellowship.



Applicants must have served on active duty since September 11, 2001, have a 30 percent or greater service-connected disability rating and less than 20 years of service. If a fellowship is located within a Member's district, the appointment is contingent on the Representative's continuous representation of that district. In addition to a current resumé, applicants must submit a copy of their DD214 and a VA letter confirming that they have at least a 30% service-connected disability rating.

NBC Nightly News recently did a piece on the program. Click [here](#) to view it.

Please follow the link below to see positions that are currently open in various locations.

- Learn about the new [Director of the Wounded Warrior Program, Patricia Orsini](#).
- Please refer to the [Frequently Asked Questions](#) to learn how to be considered for one of these fellowships.
- View the current [Available Fellowship Positions](#).