

**Service Officer/Office Manager (ID 2491433)****Job Information**

1. Offer research and advice to veterans who wish to handle their own claims
2. Assist veterans who are filing original claims for compensation and /or pension with the Department of Veterans Affairs and complete the require VA forms on behalf of the claimant
3. Assist veterans in reopening claims for service-connected disabilities and complete the required VA forms
4. Follow up on status of claims filed by veterans with the VA Regional office
5. File Notice of Disagreement with the VA Regional office if a veteran believes the decision made by the VA was incorrect
6. Review statements of the case from the VA regarding denials of claim and assist veterans with the preparation of responses
7. Assist veterans of surviving spouses in the preparation of appeals for denial of claims and file the appeals with the local VA regional office for forwarding to the Board of Veterans Appeals in Washington DC
8. Answer/research telephone inquiries regarding medical, death/burial and other miscellaneous benefits
9. Attend National training
10. File monthly report of all activities pursuant to National Veterans Service Office Guidelines
11. Professionally manage VFW Department of Oregon VSO office and personnel
12. Directly report all Service Office activities to the State Commander and State Quartermaster
13. Works closely with the State Veteran Service Committee regarding needs to maintain a healthy work environment and travel including but not limited to, demonstrated leadership ability, Human relations and management skills, knowledge of computers and computer programs to include Microsoft office

Due to National By-Laws the Service officer position must be VFW eligible, if not eligible for the VFW the incumbent can still hold the Office Manager

Applications, Resumes, and a copy of your DD-214 should be sent to:

Veterans of Foreign Wars Dept. of Oregon HQ  
12440 NE Halsey St  
Portland, OR 97230-1927

**Number of Openings:** 1

**Hours per Week:** 40      **This position is:** Full Time

**Will this job have a duration of six months or more?** Yes

**Shifts Available:** 1st (Days)

**Contact Details**

**Contact:** State Quartermaster/ Adjutant

**Phone:** (503) 255-5808

**Email:** [orvfhq@gmail.com](mailto:orvfhq@gmail.com)

**Apply in person at:**

Veterans of Foreign Wars Dept of Oregon  
Veterans of Foreign Wars Dept of Oregon HQ  
12440 NE Halsey St  
Portland, OR 97230-1927

Resumes, Applications to be sent to Department HQ  
if military a copy of your DD-214 please

**Contact Instructions to Job Seeker:**

## Job Classification

**Job Classification:** Community and Social Service Specialists, All Other  
**Experience Required:** At least 9 months

## Licenses/Certifications

None Selected

## Job Requirements

**Minimum Level of Education:** High School Diploma/GED

**Major in:** human relations or counseling

**Minimum Age:** 18

**Justification for requiring age limit:**

**Gender:** No Gender requirement.

**Employer will perform:**

a background check a DMV records check

## DMV Information

Required Driver License:

**None**

Preferred Driver License:

Personal (Class C)

## Compensation

**Maximum Wage/Salary Offers as:** 18.00 to 19.00 \$ per Hour, Depending On Experience, Depending on Qualifications

**Medical** - No

**Dental** - No

**Life Insurance** - No

**Vision** - No

**Sick Pay** - Yes

**Education Reimbursement/Incentive** - No

**Retirement Plan** - Yes

**Deferred Compensation** - No

**Travel Expenses** - No

**Work Share** - No

**Dependent Care** - No

**Long Term Disability** - No

**Short Term Disability** - No

**Paid Vacation** - Yes

**Profit Sharing** - No

**Additional Benefit Information:**

HRA (health reimbursement Account)

Parking assistance

## Work Site

VFW Service Office-  
100 SW MAIN ST STE 200  
PORTLAND, OR 97204-3253

**Directions:**

this is located in the VA regional building downtown Portland on the 2nd floor

**Match Area:** Downtown Portland

## Company Profile

Veterans of Foreign Wars Dept of Oregon (ID 185017)

**Physical Address:**

12440 NE Halsey St  
Portland, OR 97230  
Phone: (503) 255-5808  
Fax: (503) 255-5817

**Mailing Address:**

12440 NE HALSEY ST  
PORTLAND, OR 97230-1927

Company Website: [www.vfwor.org](http://www.vfwor.org)

**Additional Company Information:**

Veterans of Foreign Wars is a fraternal organization whose members have served this Nation in wars, campaigns and expeditions on foreign soil or hostile waters. We fight for the rights of Veterans and their families. This office is Headquarters and governs all Veterans of Foreign Wars Posts and Districts in the state of Oregon.

- All candidates will be considered regardless of age, race, color, religion, gender, national origin, or disability.

