

# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



**Thaddeus M. Jones**  
*Mayor, City of Calumet City*

**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION VETERAN'S COORDINATOR

### **JOB SUMMARY**

This position requires the candidate to be compassionate, understanding and emotionally adept to deal with the Veteran population with the respect and support that it deserves. This position advocates on behalf of the Veteran population in a timely manner and follow up with all concerns and complaints. In addition, this role requires honesty, integrity, and tactfulness. Responsibilities include, but are not limited to, conducting intake communication in person, email or via telephone to address concerns and complaints; designing programs when needed to address social, physical, and emotional needs of Veterans; promoting information and materials for social and wellness services; research solutions and handle matters in a timely matter; follow up with Veterans until matters are fully resolved and closed out in database; collaborate with other departments within the City; maintain a level of confidentiality and security for constituents and office matters; collect and maintain data-based statistical information to be submitted for federal and state reporting and audit purposes as required; maintain positive relationships with state and federal offices; participate in staff meetings and outings upon request.

### **RESPONSIBILITIES**

- Community engagement
- Assisting with coordinating and attending various city events
- Facilitating assistance of a successful transition to civilian life
- Entering and maintaining all issues from Veterans in a database for Calumet City
- Offering support services for housing, transportation, and other social needs
- Establishing and maintaining relationships with state and federal entities that provide services specific to needs of the Veterans

### **APPLICANT QUALIFICATIONS**

- Veteran status preferred
- Must be honest and maintain integrity in all instances
- Have the desire to help the Veterans of all United States branches of service
- Must be dependable, highly communicative (verbal and written)
- Must be efficient with various operating systems and software
- Bachelor's Degree and/or 1 year work experience Preferred
- Must have U.S. citizenship with valid driver's license

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).