

My HealthVet Seeks Voluntary Service Assistants

About the Position

The Voluntary Service Assistant is a temporary GS-3 position not to exceed September 30, 2012.

The My HealthVet Voluntary Service Assistant will support Veteran communication initiatives, outreach and support efforts with a focus on recruiting and training volunteers to promote awareness and assist Veterans in using the My HealthVet program website.

Major duties will include: serving as a liaison among staff, patients, and the My HealthVet Coordinator to identify and communicate local My HealthVet-related training needs; research; scheduling; delivery of oral presentations; other duties as assigned.

Basic Requirements of Candidates

Must possess at least six (6) months of general experience. General experience is progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position. Examples of general experience include, but are not limited to, preparing letters and memos, operating a variety of office equipment, answering telephones and greeting visitors, disseminating information, providing information, etc.

— OR —

Have one year of successfully completed education above the high school in any field of study for which high school graduation or the equivalent was a prerequisite. (This education must have been obtained in an accredited business, secretarial, or technical school, junior college, college, or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours in a college or university, or at least 20 hours of classroom instruction per week for 36 weeks in a business, secretarial, or technical school).

Applicants are responsible for providing documentation that the applicable educational provisions have been met. To qualify based on education you must submit a legible copy of transcripts or list of college courses with your name, school name, credit or semester hours, major(s), and a grade-point average or class ranking. Official transcripts are not required at this point but will be requested if selected.

Visit VA for Vets to apply:

http://vaforvets.va.gov/Pages/NEWS_VoluntaryServiceAsst.aspx



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