



**Position Title:** Director of Veterans' Services  
**Department:** Public Services  
**Reports to:** Director of Public Services  
**Hours:** 35 hours per week  
**Date:** April 5, 2024  
**Salary:** \$57,000 to \$68,000 Depending on qualifications

**JOB SUMMARY:** The Director of Veterans' Services is responsible for determining eligibility and administering state benefits in accordance with Chapter 115 of the Mass General Laws (MGL) and Title 108 of the Code of Massachusetts Regulations (CMR) to Veterans and their families. Prepares and submits federal claims through the Veterans Benefits Administration. Assists and prepares documents for an array of local, state benefits and supportive services. Coordinates programs and events to honor our Veterans and Military. Advocates for Veterans in a variety of situations. Serves the Veterans community with compassion, empathy, diplomacy, tact and maintains strict confidentiality.

#### **EDUCATION AND EXPERIENCE**

- Must be an honorably discharged Veteran as defined in MGL Ch.4, Section 7, Clause 43
- High School Diploma or equivalent (Bachelor's Degree preferred)
- Three or more years' of experience in business administration, health science, social work, or other related field.
- Must possess a valid driver's license and reliable transportation

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