



JOB NOTICE:

State-wide Native American Veteran Outreach Coordinator

for the Green Bay Vet Center, serving all tribes in Wisconsin

We are looking for a Native American Veteran to serve as Outreach Coordinator to assist other Native combat vets with accessing readjustment counseling services and other services through the Green Bay Vet Center.

Job Description: Recruits Native American Veterans and their families for participation in readjustment counseling services offered by the Green Bay Vet Center, with a particular emphasis on recently returning OEF/OIF combat vets and their families.

Start Date: If Three Star is awarded this contract, we anticipate a start date of not later than October 1, 2012

Knowledge, Skills, Abilities and Worker Characteristics: 1) Knowledge of Native American communities and culture in the target area of northwest and central Wisconsin; 2) Experience as (preferred) or with returned and returning Native American Veterans; 3) Knowledge of, familiarity with or willingness to receive basic training in the psychology of readjustment for returned and returning Veterans; 4) Ability to manage and maintain confidential records, including use of Microsoft word and data processing computer programs; 5) Ability to work well with Veteran and Native American Organizations and Groups, including Tribal administration and other groups; 6) Willingness to travel within northwest and central Wisconsin, possession of a valid drivers' license and safe driving record; and 7) Interpersonal communication skills.

Job Location: This position will be based in the Great Lakes Intertribal Council offices in Lac Du Flambeau, Wisconsin.

Rate of Pay: \$20-\$22.34/hr DOE, 30-40 hrs per week, depending on final contract award.

Working Conditions: Telephone and computer communication, home and travel based.

Characteristic, Duties and Responsibilities:

1. Identifies, contacts, meets with and refers Veterans and/or their families to the Veterans' Administration Center in Green Bay, Wisconsin and organizes outreach events throughout WI
2. Provides information regarding enrollment requirements and program benefits to potential participants;
3. Provides information and materials necessary for the Veteran to contact the Veterans' Center for services or, on the Veterans request, provides his or her contact information to the Center for follow-up;
4. Assists veterans and their families with the enrollment process and scheduling;
5. Documents and reports all contacts made with the target Veteran population using a Veteran Information Form (VIF) and makes referrals to the Green Bay Veterans' Center;
6. Completes and transmits forms to the Contracting Officer's Representative within two business days and if the Veteran is at risk of harming themselves or others the referral and documents will be transferred immediately;
7. Communicates with and provide status reports on a regular basis with/to the Project Coordinator.

Position Availability: **Position Contingent Upon Contract Award by the Veterans' Administration.**

Application: Please email your resume preferably no later than 8/23/2012 or ASAP to:

Anthony Caole, President/CEO, Three Star Enterprises, LLC, 202 South Alaska Street C, Palmer, Alaska 99645, 907-745-3606, 888-375-7774, EMAIL: a.caole@3starak.com

Three Star Enterprises LLC is an Alaska Native Owned corporation owned by the Oceanside Corporation, an Alaska Native Claims Settlement Act Village Corporation for the Alutiiq (Sugpiak) village of Perryville, Alaska. We are managed by a three-member board, with our consulting office in Palmer, Alaska, and our parent corporation office located in Perryville, Alaska.

THANK YOU FOR YOUR INTEREST!

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