



**13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209**

Job Posting

TRIBAL VETERANS SERVICES OFFICER

Posting Date: June 16, 2025
Closing Date: Open Until Filled
Salary: Dependent on Qualifications

The Lac Courte Oreilles Tribal Veterans Services Officer will provide support to Tribal Veterans previously serving in the United States Armed Forces and their families by providing information, outreach, access, and advocacy in veteran-oriented benefits and services within the Tribe, State, and Federal Government.

Duties and Responsibilities:

- Assist with events on Memorial Day.
- Assist with other Veteran events as requested.
- Represent LCO Tribe at events calling for Veterans.
- Attend the Annual State of the Tribes Address in Madison.
- Advise persons living in the service officer's tribal area who served in the U.S. armed forces regarding any benefits to which they may be entitled and assist with applications as requested such as preparing forms, gathering associated documents, and submitting applications,
 - a. Includes but not limited to GI Bill, disability benefits, pension benefits, survivor benefits, Health/Medical Insurance, Home Loans, and others.
- Assist Veterans and their families with any complaint or problem arising out of veterans benefits and provide information and assistance of all possible forms of assistance for resolution.
- Cooperate with federal, state, and other tribal agencies that serve or grant aid or benefits to former military personnel and their dependents.

**LCO Tribal Government
Human Resource Dept
TVSO**

- Maintain files, database, and recordkeeping system for all veteran services related activities and their outcomes including number of veteran contacts, federal/state benefits referrals, and the like.
- Provide programmatic and budgetary oversight for any tribal veteran services grants applicable to this position.
- Attend travel for veterans' services related trainings and conferences to stay abreast of any legislative or other policy changes in relation to veteran affairs.
- Present reports to the Tribal Governing Board as required.
- Other duties as assigned.

Qualifications Required:

- a) Must be a Veteran of the United States Armed Forces
- b) Tribal Preference applies
- c) Strong written and verbal communication skills.
- d) Proficient in Microsoft Applications and computer skills.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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Hayward, WI 54843

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***