



**The American Legion
Department of California**

**HOSPITAL SERVICE REPRESENTATIVE
EMPLOYMENT OPPORTUNITY**

The American Legion Department of California is accepting resumes for a part time Hospital Representative to become part of our Veterans Assistance and Rehabilitation office in team in Oakland, California. The Service Representative reports to the Oakland office supervisor. Applicant must be a member of the American Legion or eligible for membership in the American Legion.

Responsibilities of the Hospital Service Representative include: Providing assistance to veterans, their dependents and survivors with initiating claims for benefits administered by the Veterans Administration.

Open Period: Until Filled

Who May Apply: US Veterans with an honorable discharge...

Location: Fresno VA Medical Center
2615 E. Clinton Avenue
Fresno, CAA 93703

Compensation: \$12.36 per hour.

Position Information: Part time. Six hours per day, three days per week.

Benefits: Sick leave.

Qualifications:

- US Veteran with honorable discharge.
- High School graduate.
- Intermediate knowledge and skills with MS Word, Excel, Email and the internet. Proficient in Microsoft word processing applications.
- Familiarity with medical terminology and anatomy and physiology is desirable.
- Experience in assisting beneficiaries with obtaining VA benefits is desirable

Please submit completed resume to my attention at Oakland Federal Building, 1301 Clay St., Rm. 1135N, Oakland, CA 94612. Resume will not be returned. If a veteran, please bring copy of DD Form 214 if selected for an interview. Please call me at (510) 834-0310 if you have questions.


John C. Kelley,
Office Supervisor

The American Legion, Oakland VA Regional Office