STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML190410

OPEN DATE: April 16, 2019 CLOSE DATE: Indefinite

LOCATION: Mountaineer Job Challenge Program, Camp Dawson, 1001 Army Road, Kingwood, WV 26537

JOB TITLE: MA Administrative/Operations Assistant 2

WORKING TITLE: Residential Advisors

STARTING SALARY: $35,688

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to Deborah.s.taylor28.nfg@mail.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia National Guard Web site at http://www.wv.ng.mil/HRO/

NATURE AND SCOPE OF WORK

Under the general supervision of the Residential Manager, a person in this position provides daily supervision to Program Students. Residential Advisors work to redirect the behaviors of volunteer at-risk teens using behavioral modification techniques, supervising and monitoring Student activities, and assists in the instruction of basic living skills, social skills, and military standards. Residential Advisors complete daily documentation of activities. This position is shift work, including weekends, and is subject to frequent changes and possible mandatory overtime, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Interacts with Students to facilitate development of living and social skills, reinforces positive behavior, offers alternatives to inappropriate behavior, and responds appropriately to Student problems.
2. Conducts training to support the NGYCP 8 Core Components.
3. Coordinates and supervises recreational and group activities.
4. Assists in the planning of recreation and other activities.
5. Monitors to detect prohibitive behaviors.
6. Reviews case records, staff notes, administrative regulations and memorandums.
7. Completes all paperwork including, but not limited to: daily logs, case records, telephone calls, incident reports, medication-log, meal records, time sheets, etc.
8. Maintains Student files.
9. Properly manages confidential and sensitive information.
10. Assists with in-processing and out-processing of Students.
11. Conducts classroom instruction, computer lab monitoring and tutoring as assigned.
12. Supervises Student laundry call and hygiene activities.
13. Provides physical intervention techniques when required and directed by the supervisor.
14. Maintains security of the facility and Students, may conduct periodic searches, and may search for contraband.

DUTIES AND RESPONSIBILITIES

1. Provide 24-hour, seven days a week, supervision for Program Students.
2. Provide for accountability, control and safety of Students.
3. Conduct inspections of Students, Student quarters, Student activities and activity areas.
4. Provide limited first line counseling and assistance to Students until appropriate staff are present.
5. Participate in and supervise Student physical training activities.
6. Supervise daily training schedule.
7. Supervise and/or lead physical training.
8. Supervise training site preparation and training operations.
9. Assist with awards and graduation ceremonies.
10. Assist with in-processing and out-processing of Students.
11. Assist Instructors, Case Managers and others in Student developmental activities.
12. Transport and supervise Students when required and qualified: classrooms, appointments, Service to Community projects, job shadowing, etc.
13. Coordinate with and assist other Residential Advisors in providing for Student development and supervision.
14. Monitor medications.
15. Provide general first-aid.
16. Oversees all quasi-military training.
17. Must be physically capable of participating in Program requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating 15-passenger van, 16-hour workdays, and lifting up to 40 lbs of materials or equipment.
18. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
19. Must travel and attend off-site training.
20. Must wear the uniform of the MJCP Residential Advisor.
21. Must be available for all shifts and days of the week including on call in emergencies.

KNOWLEDGE. SKILL, AND ABILITY

1. Knowledge of rules, regulations, laws, policies and procedures regarding residential facilities.
2. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
3. Knowledge of emergency and security procedures.
4. Knowledge of basic personal hygiene and grooming.
5. Skill to effectively communicate with at-risk teens.
6. Skill for Microsoft Office package.
7. Ability to read and understand policies, procedures, training materials, and other written materials.
8. Ability to follow verbal instructions and written directives.
9. Ability to serve as a class instructor.
10. Ability to work in problem situations.
11. Ability to interact with co-workers, Students, and the public to establish and maintain effective working relationships.
12. Ability to enforce rules, regulations and state laws.

TRAINING AND EXPERIENCE

1. Prior Military Service preferred.
2. High School Diploma or GED
3. One year of experience working with and guiding youth as a youth leader, counseling assistant or teaching assistant or other experience as appropriate, preferably in a residential setting.
4. Substitution: Successfully completed study in an accredited college or university may substitute for the required experience on a year-for-year basis.

SPECIAL REQUIREMENTS

1. As a condition of employment, MJCP employees are required to purchase and maintain uniform items, which must be worn when designated.
2. All other uniform items are provided by the MJCP:
a. physical training uniform
b. BDU's
c. outer wear
3. Position is contingent upon receipt of continued Department of Defense funding.
4. This position falls under the West Virginia Public Employees Retirement System (PERS).
5. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
6. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.
7. A pre-employment drug screen is mandatory.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General