

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML201002**

OPEN DATE: October 7, 2020 **CLOSE DATE:** October 19, 2020

LOCATION: Mountaineer Challenge Academy South, Montgomery, WV

JOB TITLE: MCA Commandant Assistant

SALARY RANGE: \$36,564.00 - \$48,000

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 Commandant of Cadets, the Assistant Commandant performs supervisory work overseeing a section of employees referred to as the Cadre, or Squad Leaders, and assists in managing the direct day-to-day operations of the Cadre Department. The Assistant Commandant functions as a working supervisor and assists in performing the duties necessary to carry out the mission of the program. The Assistant Commandant works to insure communication and dissemination of knowledge within the Department and on behalf of the Department (duty logs, meal reports, accident reports, sick call, incident reports, investigation reports, counseling reports, etc.). This position is shift work, including weekends, and is subject to frequent changes, requires travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Participates as a member of the Senior Staff to manage and operate all aspects of the program.
2. Recommends the selection and assignment of staff, and conducts interviews and background evaluations for prospective employees.
3. Performs employee performance evaluations, disciplinary actions and other employee activity.
4. Discusses issues with employees to oversee quasi-military training as the subject matter expert utilizing AR 670-1, FM- 21-20, FM 3-21.5, and FM 21-26.
5. Plans, assigns and coordinates the work of the Cadre work schedule.
6. Supervises the training of Cadre staff in Academy methods.
7. Properly manages confidential and sensitive information.
8. Interprets, applies, and advises Cadre regarding policies and procedures.
9. Performs field visit inspections and spot-checks records to document activities and evaluate the performance of the department.
10. Ensures that equipment, supplies, and materials are available to complete work and are accounted for.
11. Represents the department before program management, in administrative hearings or in other forums.
12. Maintains accurate and up-to-date records as necessary.

DUTIES AND RESPONSIBILITIES

1. Supervises Cadre Staff, which includes Senior Squad Leaders and Squad Leaders.
2. Trains Program Staff in NGYCP Basic and Cadre Courses and other topics as assigned.
3. Recognize and respond to emergencies or potential emergencies such as fire, runaways, utility outages, weather emergencies, etc.
4. Oversees all quasi-military training of Cadets.
5. Supervises and participates in Academy physical fitness program in accordance with FM 3-21.5.
6. Maintains documentation for Core Components.
7. Assists Commandant of Cadets in the planning and coordination of all non-academic training, including appropriate lesson plans.
8. Instructs and supervises the instruction of Cadets in non-academic classes.
9. Counsels Cadre and Cadets on performance and completes evaluations.
10. Assist in the recruiting and outreach activities of the program including interviewing applicants.
11. Plans and develops Cadre work schedule, and maintains time and attendance records.
12. Documents progress of Cadets in the database.
13. Coordinate and maintain records relating to the welfare of Cadets, including but not limited to: sick call, medications, appointments, incident reports, accident reports, investigations, etc.
14. Must be available for all shifts and days of the week including emergency circumstances.
15. Must travel and attend off-site training.
16. Must be physically capable of participating in Academy requirements including, but not limited to classroom instruction, Acclimation, field trips, bus rides, sporting events, operating 15 passenger van, 16 hours workdays, and lifting up to 401bs of materials or equipment.
17. Must have valid driver's license, pass a criminal background check and pass drug screening.
18. Must wear the uniform of the MCA Cadre Staff in accordance with AR 670-1.
19. Must be willing to become a program trainer.
20. Must coordinate and maintain records needed for Academy evaluations.

KNOWLEDGE, SKILLS AND ABILITY

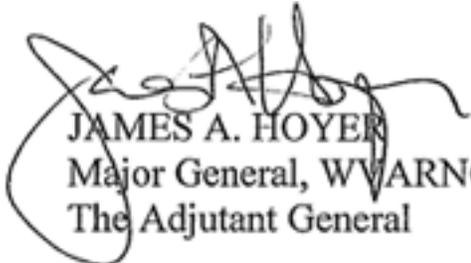
1. Knowledge of federal and state laws, rules, regulations and policies pertaining to youth programs.
2. Knowledge of theories and practices of social service work.
3. Knowledge of behavior modification techniques and philosophies used in residential facilities.
4. Knowledge of techniques used in crisis intervention.
5. Knowledge of proper techniques to handle, record, store and dispose of Personal Identifiable Information.
6. Knowledge of military performance standards.
7. Knowledge of departmental plans and procedures.
8. Skill set in Microsoft Office Package.
9. Skill in both oral and written communication.
10. Skill necessary to interview and counsel Cadre and Cadets.
11. Ability to apply and instruct others in the application of governing laws, rules and regulations.
12. Ability to make composite detailed reports based on individual reports of subordinates.
13. Ability to plan, assign and coordinate the work of employees engaged in specialized duties.

MANDATORY TRAINING AND EXPERIENCE

1. Prior military experience preferred but not required.
2. Graduation from an accredited four-year college or university. Substitution: Additional experience as described may be substituted for required educational training on a year-to-year basis.
3. Two (2) years of full- time paid experience working with youth, preferably in a residential setting, one year of which must have been in a supervisory position.

SPECIAL REQUIREMENTS

1. 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.
2. 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.
3. All Employees are subject to a pre-screen drug test.
4. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
5. All other uniform items are provided by MCA.
6. **Applicant must adhere to pre-drug screening.**



JAMES A. HOYER
Major General, WVARNG
The Adjutant General