

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085**

**CIVILIAN JOB POSTING  
ANNOUNCEMENT NUMBER: ML210708**

**OPENING DATE: July 20, 2021 CLOSING DATE: July 31, 2021**

**LOCATION: Mountaineer Challenge Academy South, Montgomery, WV**

**JOB TITLE: WVMA Administrative / Operations Assistant 2**

**FUNCTIONAL TITLE: Recruiting Placement Mentor (RPM) Assistant**

**SALARY: \$35,688.**

**MINIMUM QUALIFICATIONS  
TRAINING**

1. GED or high school diploma.
2. Preference will be given for graduation (Associates, Bachelors or advanced degree) from an accredited college or university. Examples include but are not limited to: Social Work, Sociology, Psychology, Counseling, Management, Criminal Justice, Behavioral Science, Communication, Human Services, Education, Business or other relevant area.

**How to Apply:** Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, ATTN. HR-Application, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to [Deborah.s.taylor28.nfg@mail.mil](mailto:Deborah.s.taylor28.nfg@mail.mil) or fax to 304-561-6321.

Applications may be obtained from the West Virginia Military Authority web site:  
<https://www.wv.ng.mil/Portals/22/Forms-Regulations/WVMA%20application%20-%2020180828.pdf>

**NATURE AND SCOPE OF WORK**

Under the general supervision of the Recruiting, Placement, and Mentoring Coordinator, the RPM Assistant will perform full performance level professional social service work. RPM Assistants help recruit teens and mentors, assist with goal-planning and placement activities to facilitate employment and/or educational opportunities in the Post-Residential Phase and support the Mentoring program. RPM Assistant works as a member of the RPM Department, works with Cadets in the formulation and implementation of the Post Residential-Action Plan. The general duty day for this position is Monday – Friday, with some evenings and weekends, requires limited travel and is subject to on call status. Performs related work and other duties as assigned.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Maintains a caseload of enrolled and graduated Cadets utilizing established organizational methods, which includes extensive automated file management.

2. Assist with recruiting, screening and training of eligible Mentor applicants.
3. Provide career counseling, goal planning, social skills, and basic skills instruction to Cadets; develop, monitor and modify the Post Residential Action Plan with Cadet and Mentor; provide related links for education, military, employment and other services.
4. Maintain accurate, up-to-date and thorough documentation of all contacts and work performed; provide status updates, evaluation reports and meet deadlines i.e., weekly, monthly, semi-annual and annual.
5. Properly manages sensitive and confidential information.
6. Monitor and assist Mentees and Mentors in acquiring training and resources to attain social, educational and vocational goals; support the Mentor – Mentee match relationship to ensure that each match is fulfilling program obligations no less than once per month.
7. Conducts presentations relating to the requirements for participation in the MCA as both a Cadet and Mentor.
8. Assist with special events: guest speakers, ASVAB testing, Career Day, Mock Interviews, Military Day, etc.
9. Assist other departments as needed including, but not limited to: field tips, substitute instructor and transporting Cadets.
10. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs. of materials or equipment.
11. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
12. Must travel and attend off-site training.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of theories, principles, methods and techniques of social service casework.
2. Knowledge of youth services and at-risk adolescent resource networks; community and social service agencies, educational opportunities, military enlistment, and employment assistance programs (job shadowing, internships, pre-apprenticeship, etc.) as needed for successful completion of the Post Residential Action Plan.
3. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
4. Skill to work both independently and as a team member.
5. Skill set with computers and Microsoft Office package.
6. Skill required to communicate effectively both oral (one-to-one and groups) and written formats.
7. Skill to interview people in order to obtain pertinent information.
8. Ability to monitor, evaluate and counsel a full case load of Mentors and Mentees during the Post Residential Phase including the execution of Post Residential Action Plan.
9. Ability to establish and maintain effective working relationship with other professionals, co-workers, Mentors, Cadets and families demonstrating excellent “customer service” skills.

### **SPECIAL REQUIREMENTS**

1. 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.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. 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.

5. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
6. A Pre-Employment drug screen is mandatory.

Phillip Cantrell  
Director, West Virginia Military Authority