

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML241109**

OPEN DATE: 21 November 2024 **CLOSE DATE:** 03 December 2024
LOCATION: Mountaineer Job Challenge Program, Camp Dawson, 1001 Army Road, King, WV 26537

JOB TITLE: MA Administrative/Operations Assistant 2

WORKING TITLE: Outreach Specialist

SALARY RANGE: \$38,238. - \$39,500

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 ng.wv.wvarng.list.ma-hro@army.mil. **Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE AND SCOPE OF WORK

Under the general supervision of the Career Counselor/ Outreach Manager, the Case Manager will provide Recruiting, Admissions, and Career Counseling to those interested in attending the Program. There is frequent travel across the state. The purpose of this position is to plan, coordinate and operate the Student Recruiting, Admissions and Placement functions of the Program. Case Mangers assist with goal-planning and placement activities to facilitate employment and/or educational opportunities after completion of the Program. Works with Students in the formulation of the Transitional Action Plan. The general duty day for this position is Monday - Friday, with some evenings and weekends, requires travel and is subject to on call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Represent Mountaineer JOB ChalleNGe Program in a professional manner.
2. Maintains a caseload of enrolled and graduated Students.
3. Build and maintain a network of individuals, programs and services by speaking with educational, community and employment organizations.
4. Interacts with a variety of people from various backgrounds, socio-economic levels and educational attainment; including professionals in the fields of education, vocational training, social services and military services.
5. Interviews Student applicants to the program, develops a summary of the sessions, gathers pertinent information and makes recommendations regarding acceptance, course work and employment strategies.
6. Maintain accurate, up-to-date and thorough documentation of all contacts and work performed to Program standards.
7. Properly manages sensitive and confidential information.
8. Assists in the development of the individual's Transitional Action Plan, explains services and eligibility criteria, and modifications as needed.
9. Trains Students in transitional living skills as required by the Program.

10. Provide information and refer Students to other community and social service agencies, educational opportunities, and employment assistance programs as needed for successful completion of the Transitional Action Plan.
11. Assist other departments as needed.

DUTIES AND RESPONSIBILITIES

1. Organize and execute day-to-day outreach activities for the Program.
2. Recruit an adequate number of applicants for each cycle of the Program.
3. Conduct interviews, develop a summary of the application, and make recommendations regarding eligibility for the Program.
4. Develop, maintain and correspond with a network of gatekeepers, sources of referrals, guest speakers, trainers, job shadowing locations or future employers.
5. Assist Students during their transition into and out of the Program and counsel Students in achieving their goals.
6. Assists the Department in the areas of career counseling, goal planning, social skills, and basic skills, which aid in the formulation of the Transitional Action Plan.
7. Recruit and evaluate service providers that would be beneficial as guest speakers, trainers, job shadowing locations or future employers.
8. Plan and execute special outreach events, such as tours, Open House, Media Day, Job Fairs, Graduation, etc.
9. Assists in public relations activities: develops print material, conduct presentations to appropriate constituencies, public service announcements with newspapers, radio and television, etc.
10. Properly handle, record, store, and dispose of PII.
11. Maintains a residential and post-residential caseload utilizing established organizational methods, which includes extensive automated file management in the database.
12. Must be able to travel frequently throughout the State presenting the mission of the program and networking with future employers.
13. Meets deadlines for department actions.
14. Must be physically capable of participating in Program requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15-passenger van, 16-hour workdays, and lifting up to 40 lbs of materials or equipment.
15. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
16. Must travel and attend off-site training.

KNOWLEDGE, SKILL, AND ABILITY

1. Knowledge of theories, principles, methods and techniques of social service casework.
2. Knowledge of youth services and at-risk adolescent resource networks.
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 Microsoft Office package.
6. Skill necessary to identify and deal with emotional states, behavioral patterns and family dynamics.
7. Skill required to communicate effectively both orally (one-to-one and groups) and written.
8. Skill to interview people in order to obtain pertinent information.
9. Ability to monitor and modify Transitional Action Plans.
10. Ability to establish and maintain effective working relationship with other professionals, co-workers, gatekeepers, Students and families with excellent "customer service" skills.
11. Ability to travel and attend off-site training.

MINIMUM REQUIREMENT

1. GED or high school diploma.
2. Two years of progressively responsible experience in one or more of the following areas: case management, customer service, or social services.
3. Preference will be given for graduation from an accredited college or university in Social Work, Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Communication, Human Services, Education, Business or other related programs.

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. 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. Must be able to pass a federal background check.
6. A pre-employment drug screen is mandatory.

Murray "Gene" Holt II, Director
West Virginia Military Authority