

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

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML250407**

**OPENING DATE: 14 April 2025** **CLOSING DATE: 28 April 2025**  
**LOCATION: Mountaineer Job Challenge Program, Camp Dawson, Kingwood, WV**

**JOB TITLE: MJCP Counselor**

**FUNCTIONAL TITLE: Counselor**

**SALARY RANGE: 38,238 - 42,000**

**HOW TO APPLY:** Anyone interested in applying for this position must submit a completed **West Virginia Military Authority Application for Employment, Resume and License** to West Virginia Military Authority, Attn. HR-Employment Application, 1703 Coonskin Drive, Rm 157, Charleston, WV 25311 or email to [ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil)

Applications may be obtained from the West Virginia Military Authority website:  
[ng.wv.wvarng.list.ma-hro@army.mil](http://ng.wv.wvarng.list.ma-hro@army.mil)

**NATURE AND SCOPE OF WORK**

Under the general supervision of the Program Director, a person in this position will plan, coordinate, and administer all Student counseling activities of the Program. Program Counselors provide a variety of counseling services for the Student population of the Program, which may include, but are not limited to: adaptive counseling, career activities for post-residential, vocational counseling and issue-based interventions. Counselors are responsible for individual and group needs, assisting with instruction of 8 core components, assisting with goal planning activities, and issue-based interventions. The employee works closely with the immediate supervisor to learn the program, accepted methods of interaction with Students, and facility rules and regulations. Performs related work and other duties as assigned. 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.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participate as a member of the Senior Staff to assist, manage, and operate all aspects of the program.
2. Interviews Student applicants for the program.
3. Assist Students with transition into the Program to improve completion rates and reduce homesickness.
4. Advises Students during the final transition from residential to post-residential.
5. Meets with Students on a regular basis to discuss progress and establish future goals.
6. Assists with goal planning and career counseling activities.
7. Writes regular reports to document work with Students, achievements in progress, and activities held or problems encountered.
8. Maintains permanent records.
9. Properly manages confidential and sensitive information.

10. Works with the Staff and Students during Acclimation Phase.
11. Assists with Student activities across all departments.
12. Supports MJCP Special Events: Opening Day, Career Day, Mock Interviews, Field Trips, Graduation, etc.
13. Provides Classroom instruction to Students as assigned.
14. Provides training for staff as directed.
15. Provides scheduled and emergency counseling services to Students.
16. Coordinates and makes Student approved referrals to community resources when required.
17. Assist Student families and others involved with the Student to obtain support services when required.
18. Assist in managing Program's social media sites.
19. 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 vans, 16-hour work day, and lifting up to 40 lbs. of materials or equipment.
20. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
21. Must travel and attend off-site training.

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

1. Knowledge of federal and state laws, regulations, policies and procedures.
2. Knowledge of theories and practices in social work and counseling.
3. Knowledge of behavior modification techniques and philosophies used in residential facilities.
4. Knowledge of teen age emotional states and their behavioral indicators.
5. Knowledge of techniques used in crisis intervention.
6. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
7. Skill set with Microsoft Office package.
8. Skill necessary to teach Life Coping Skills.
9. Skill set for classroom management.
10. Ability to communicate effectively with a wide variety of people, both orally and in writing.
11. Ability to evaluate Graduate Action Plans to assist in attaining social, educational, and vocational goals.
12. Ability to observe changes in Student behavior.
13. Ability to keep accurate counseling records.
14. Ability to keep class records and write reports.
15. Ability to establish and maintain effective working relationships with Students and co-workers.
16. Ability to work as a "substitute teacher" and support educational activities within the program.

### **MINIMUM QUALIFICATIONS**

#### **TRAINING AND EXPERIENCE:**

1. Graduation from an accredited four (4) year college or university with a major course work in Education, Counseling and/or Guidance, social work, human Services or other related areas.
2. Two (2) years of experience providing services to youth, preferably in a residential setting or other appropriate experience.
3. Salary grade increase available for Candidates that possess or complete certification after hire in the areas of counseling, school guidance or social work.

### **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. Normal attire will be business casual.
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.

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