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

POSITION VACANCY ANNOUNCEMEN
ANNOUNCEMENT NUMBER: ML160704

OPENING DATE: July 15, 2016 **CLOSING DATE: July 28, 2016**
LOCATION: Mountaineer ChalleNGe Academy, Camp Dawson, Kingwood, WV

JOB TITLE: MCA Counselor, #6059

FUNCTIONAL TITLE: Counselor

SALARY RANGE: $36,588 - $52,452

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, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcement/default.html.

NATURE AND SCOPE OF WORK

Under the general supervision of the Cadet Services Coordinator, a person in this position will plan, coordinate, and administer all Cadet counseling activities of the Academy. Academy Counselors provide a variety of counseling services for the Cadet population of the Academy, 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, instruction of Life Coping skills and Health and Hygiene, assist 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 Cadets, 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. Interviews Cadet applicants for the program.
2. Assists Cadets with transition into the Academy to improve completion rates and reduce homesickness.
3. Advises Cadets during the final transition from residential to post-residential
4. Meets with Cadets on a regular basis to discuss progress and establish future goals.
5. Assists with goal planning and career counseling activities.
6. Writes regular reports to document work with Cadets, achievements in progress, and activities held or problems encountered.
7. Maintains permanent records

8. Properly manages confidential and sensitive information.
9. Works with the Teaching Team members during Acclimation Phase.
10. Assists with Cadet activities across all departments.
11. Supports MCA Special Events: Opening Day, Career Day, Mock Interviews, Field Trips, Graduation, etc.
12. Provides Classroom instruction to Cadets as assigned.
13. Provides training for staff as directed.
14. Provides scheduled and emergency counseling services to Cadets.
15. Coordinates and makes Cadet approved referrals to community resources when required.
16. Assists Cadet families and others involved with the Cadet to obtain support services when required.
18. 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-hour work day, and lifting up to 40 lbs of materials or equipment.
19. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
20. 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 Post Residential Action Plans to assist in attaining social, educational, and vocational goals.
12. Ability to observe changes in Cadet 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 Cadets and co-workers.
16. Ability to work as a "substitute teacher" and support educational activities within the program.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from an accredited four (4) year college or university. Requires one of the following professional endorsements:

a. Profession Counseling License
   OR
b. Social Work License
   OR

c. School Guidance Certificate

SUBSTITUTE: No substitutions will be accepted.

EXPERIENCE: Three (3) years of progressively responsible experience providing counseling services to youth, preferably in residential setting or other appropriate experience.

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 ANNOUN CED 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.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General