

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML140407**

**OPENING DATE: April 28, 2014**

**CLOSING DATE: May 9, 2014**

**LOCATION:** Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,  
PO Box 586, Kingwood, WV 26537

**JOB TITLE:** MCA Counselor

**FUNCTIONAL TITLE:** Counselor #6059

**SALARY RANGE:** \$35,184-\$51,948

**Note: Position carries a six months probationary period.**

**How to Apply:** Anyone interested in applying for this position must submit a **completed State of West Virginia Application for Employment and resume** to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Application may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or

<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.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 substance abuse. Counselors are responsible for individual and group counseling needs, instruction of all 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.

**EXAMPLES OF WORK**

1. Interviews Cadet applicants to the program: develops a summary of the session, gathers pertinent information and makes recommendations regarding acceptance, treatment plans, employment strategy and/or course work.
2. Meets with Cadets on a regular basis to discuss progress, to assess problems or needs, and to inform the Cadet of changes in the program.
3. Maintains records to go into permanent files.
4. Properly manages confidential and sensitive information.

5. Writes regular reports to document work with Cadets, achievements in progress, and activities held or problems encountered.
6. Counsels Cadets in crisis situations.
7. Refers to supervisor recommendation for outside counseling when needed: ministerial, psychological, employment, rehabilitation services, etc.
8. Teaches interpersonal skills to help Cadets obtain and retain employment.
9. Instructs Life Coping and Health and Hygiene classes.
10. Assists other departments and staff members as needed.

### **DUTIES AND RESPONSIBILITIES**

1. Conducts interviews and reviews the personal file of each Cadet to better understand the Cadet and to provide appropriate services.
2. Provides counseling services to the Cadets as directed.
3. Selects techniques to assist Cadets gain a better understanding and awareness of themselves.
4. Assists Cadets with adjusting to the Academy to improve retention and reduce homesickness.
5. Works with the Teaching Team members during Acclimation Phase.
6. Assists with Cadet recruiting and placement.
7. Provides support to MCA staff during recruiting and Opening Day events.
8. Provides training for staff as directed.
9. Provides Classroom instruction to Cadets in life coping skills.
10. Supports the educational goals of the Academy: field trips, Career Day, etc.
11. Assists with goal planning and career counseling activities.
12. Advises Cadets during the final transition from residential to post-residential.
13. Assists staff to work more effectively with individual Cadets.
14. Provides scheduled and emergency counseling services to Cadets when needed.
15. Coordinates and makes Cadet approved referrals to community resources when required.
16. Assists with Education and Post Residential functions and other departments as needed.
17. 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 vans, 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.

### **KNOWLEDGE, SKILL, AND ABILITY**

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 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.

#### **TRAINING AND EXPERIENCE**

1. Graduation from an accredited four (4) year college or university.
2. Requires certification in counseling, school guidance or social work; or a Graduate Degree with practicum in counseling.
3. Three (3) years of progressively responsible experience providing counseling services to youth, preferably in residential setting or other appropriate experience.
4. No substitutions will be accepted.

#### **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 means that the employee may be terminated at anytime without cause.

  
FOR JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General