

NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 70-16	OPENING DATE: 15 Jun 16	CLOSING DATE: 28 Jun 16
WORKING LOCATION: JFHQ, New Castle, DE and Capital Guardian Youth Challenge Academy, Laurel, MD	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-07: \$42,788.00 - \$55,625.00 / PA GS-06: \$38,504.00 - \$50,054.00 / PA	
POSITION TITLE: Youth Challenge Program Counselor/Liaison (59244)	PD NUMBER(s): S87971002	OCCUPATIONAL SERIES: 1702	PAY PLAN & GRADE(s): GS-07/06

APPOINTMENT FACTORS

<p style="text-align: center;"><u>AREAS OF CONSIDERATION</u></p> <ul style="list-style-type: none"> ▪ AREA I - All members/employees of the Delaware National Guard. ▪ AREA II - All other qualified applicants. 	<p style="text-align: center;"><u>APPOINTMENT STATUS</u></p> <p style="text-align: center;"> Managerial Supervisory Neither <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> </p> <p style="text-align: center;"> Casual Seasonal Temporary NTE 1 Year / 40 Hours per week: <input checked="" type="checkbox"/> </p> <p style="text-align: center;">** SEE REMARKS **</p>
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SELECTIVE PLACEMENT FACTORS

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: ng.de.dearnng.list.staff-hro-rp.

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment. ****This is a Temporary Casual/Seasonal State, Title 20, Position, NTE 1 year and working 40 hours per week. Time served in this position does not count towards a State Pension and the selectee does not receive benefits. This position can be extended up to a year based on fiscal approval by the State.****

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1– Union Official
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YOUTH CHALLENGE PROGRAM COUNSELOR/LIAISON (59244)

S87971002, GS-1702-07/06

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Assist with interviewing incoming cadets and holding orientation sessions; maintains comprehensive program files for each student; provides progress reports and recommendations for meeting the goals and objectives of each assigned cadet; coordinates with Academy staff regarding the adjustments, performance and needs of cadet.
- Works in collaboration with all stakeholders to develop a plan for assisting the cadet to overcome difficulties; notifies and engages all stakeholders when cadet is at risk of academic, emotional, or behavioral problems.
- Participates in training activities and administrative policy enforcement which affect the cadet's well-being; Attends and participates in staff and professional conferences and training activities.
- Transports cadets to social, recreational, religious, work projects, and other off-campus activities.
- Communicates with former cadets and provides support for the cadets and their families who experience a wide array of difficulties which develop in their transition back into society.
- Supports, coaches and provides special assistance to mentors in their relationships with cadets.
- Ensures mentors maintain constant contact with their cadets during their participation in the program.
- Assists mentors and cadets in solving problems and linking to local resources
- Processes reports provided by mentors, i.e., prints, copies, labels and mails mentor reports as required; enters appropriate data from mentors' reports into DMARS; and securely maintains required documents/files.
- Monitors mentors and cadets to ensure that each is fulfilling program obligations and policies.
- Attends Quads meetings and records relevant information in cadet files.
- Maintains historical records on past classes.
- Participates in career exploration with cadets including, but not limited to: arranging and attending field trips, tours and/or job and military fairs.
- Assists in counseling with cadet in assessing possibilities for cadet placement as well as follow through until cadet is placed at graduation.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE (GS-07): Twelve (12) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Knowledge assembling data into proper formats as directed by oral or written instructions.
- b. Experience with maintaining records and establishing a filing system.
- c. Ability to follow agency directives in monitoring and controlling a testing environment.
- d. Skills in developing lesson plans and assuring plans are followed.
- e. Knowledge obtaining training materials and setting up training equipment (i.e. audio-visual, training aids).
- f. Experience gathering data, preparing and submitting reports.

SPECIALIZED EXPERIENCE (GS-06): Nine (9) months of specialized experience must include KSAs a. thru c. listed above: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

**** QUALITY OF EXPERIENCE ****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have a valid civilian driver's license (applicant must provide copy with application). Must have or be able to obtain a Secret Security Clearance for continued employment.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes WILL NOT BE CONSIDERED. **