

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-088-1**

OPENING DATE: 19 Mar 24 **CLOSING DATE:** 02 Apr 24 **AGENCY:** 5705 **PIN:** 681

POSITION: COUNSELOR (YCA)

STARTING SALARY: \$42,899.00

LOCATION OF POSITION: Youth ChalleNGe Academy, Camp Shelby Joint Forces Training Center,
Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. Employees in these positions will undergo an extensive background check. The data may be used a part of a review process to evaluate eligibility for continued employment.
2. Master's degree or above in counseling, psychology, social work, or marriage and family therapy and two (2) years relative experience. **ROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION**
3. Knowledge of research techniques and professional report writing.
4. Ability to relate and integrate professional aspects of counseling and guidance.
5. Ability to communicate effectively both oral and in writing.
6. Ability to administer objective psychometric test.
7. Ability to establish and maintain competent working relationship with parents and families, other professional disciplines and members of other governmental community organizations.
8. Desirable Qualifications: Active Mississippi National Guard/Reserves membership or retired twenty (20) years US Armed Forces, National Guard or Reserves.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Reviews and approves self-improvement plans of all cadets to determine the phases that may require special emphasis or change in order to increase possibility of reaching a desired level of education.
2. Supervises the preparation of counselor reports.
3. Evaluates individual's progress and adjustment toward personal, family, work and facility setting problems.
4. Provides counseling and guidance services requiring close and prolonged observation and adaptation.
5. Participates in crisis intervention; assists corps members in developing insights relative to personal problems and their resolutions.
6. Utilizes social case study reports, psychometric measurements, in counseling and treatment; conducts interviews to assist in preparation of cadet's appropriate placement program.
7. Assist cadets by counseling and providing guidance during initial orientation and adjustment to the Program.
8. Administers group-standardized test, interest inventories, vocational aptitude tests and objective psychometric test.
9. Coordinates with Platoon Assistant Platoon Leaders and Instructors in structuring rehabilitation activities for individuals with particularly strong needs.
10. Refers individuals for other professional treatment services as required.
11. Performs other duties as assigned.

AREA OF CONSIDERATION:

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

NO RESUMES WILL BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 2/18)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, www.ng.ms.gov, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.