

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-103**

OPENING DATE: 18 MARCH 26

CLOSING DATE: 01 APRIL 26

AGENCY: 0701

PIN: 44

POSITION: EXECUTIVE ASSISTANT (CHAPLAIN)

STARTING SALARY: \$60,000.00

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Bidy Road, Grenda, MS 38901-8973

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: EMAIL ADDRESS: mhopson@mil.ms.gov **Or Hand Delivered to STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237 **Or Mailed to:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE 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. Must possess a Master of Divinity (M. Div.) or equivalent graduate degree, ordination, commissioning, or endorsement from a recognized religious body. Must have ability to obtain and maintain required background checks and possess a secret clearance. Also, must have formal training in suicide intervention, (e.g., ASIST, ACESI, or equivalent). Must have experience in military, corrections, healthcare, emergency services, or government settings. Must have knowledge of suicide prevention, intervention, and postvention principles; familiarity with crisis response protocols and casualty assistance procedures; ability to function effectively with multidisciplinary teams, including BSRT environments; strong interpersonal, assessment, and active-listening skills; ability to minister compassionately in high-stress, trauma-informed settings; commitment to confidentiality, ethical conduct, and professional boundaries. Must possess a valid State of Mississippi driver's license. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

DUTIES AND RESPONSIBILITIES:

1. Provides confidential pastoral counseling, crisis care, and suicide intervention for individuals experiencing emotional, spiritual, or psychological distress.
2. Responds to critical incidents, deaths, traumatic events, and suicide-related emergencies, offering immediate and follow-up care.
3. Participates in and supports casualty notifications, next-of-kin support and survivor care in coordination with leadership and designated response teams.
4. Coordinate with behavioral health, medical, and family programs teams to ensure integrated and continuous care.
5. Conducts religious services, memorials, funerals, and ceremonial observances as appropriate.
6. Advises agency leadership on morale, resilience, ethical concerns, and spiritual wellness initiatives.
7. Provides training and briefings on resilience, stress management, suicide prevention, and spiritual wellbeing.
8. Coordinates referrals with Employee Assistance Programs, behavioral health providers, and community faith resources.
9. Provides appropriate religious support to Service Members of all denominational faith groups. Ensure all personnel have access to religious accommodation consistent with constitutional and military guidelines.

AREA OF CONSIDERATION: OPEN COMPETITIVE

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 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.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/19)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: 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 #601-313-6368). 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 OF 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.

THE 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.