

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
CANDIDATE POOL ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML240106**

OPENING DATE: 05 January 2024

CLOSING DATE: Indefinite

LOCATION: Mountaineer ChalleNGe Academy South – Montgomery, WV

JOB TITLE: MCA Squad Leader

STARTING SALARY: \$35,688

Note: Position carries a six months probationary period.

How to Apply: Anyone interested in applying for this position must submit a completed West Virginia Military Authority Application for Employment and resume to: **West Virginia Military Authority, Attn. HR-Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085** or email <https://militaryauthority.wv.gov/Forms/Pages/default.aspx> or fax to **304-561-6321**.

MA Applications for Employment may be obtained from the West Virginia Military Authority website: <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

The Mountaineer ChalleNGe Academy is a state program that supports the 8 Core Components of the National Guard Youth ChalleNGe Program. The Academy serves up to 200 at-risk youth, 16 to 18 years of age, in a 5 ½ month, 24 hour residential program, with a one-year follow-on support program in the youth's home community.

Under general supervision of the Commandant of Cadets, provides daily supervision to Academy Cadets in the residential phase of the program. Squad Leaders work to redirect the behaviors of volunteer at-risk teens through the use of behavior modifications techniques, supervising and monitoring Cadet activities. Assists in the instruction of basic living skills, social skills, and military standards. Squad Leaders, also referred to as Cadre, complete daily documentation activities. This position is shift work and requires occasional travel. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Interacts with residents to facilitate development of living and social skills, reinforces positive behavior, and offers alternatives to inappropriate behavior.
2. Coordinates and supervises recreational and group activities.
3. Assists in planning of recreation and other activities.
4. Monitors to detect prohibitive behaviors.

5. Reviews case records, staff notes, administrative regulations and memorandums.
6. Completes all paperwork including, but not limited to, daily logs, case records, telephone calls, visitation log, incident reports, medications sheets, personnel forms, meal records, time sheets, etc.
7. Maintains Cadet files.
8. Conducts classroom instruction and tutoring as assigned.
9. Meets with Supervisor and other management staff as required.
10. Supervises Cadet laundry call and hygiene activities.
11. Provides physical intervention techniques when required and directed by Supervisor.
12. Maintains security of the facility and Cadets, may conduct periodic searches, may search for contraband.

DUTIES AND RESPONSIBILITIES

1. Provides 24-hour, seven days a week, supervision Academy Cadets.
2. Provides for accountability, control and safety of Cadets.
3. Conducts inspections of Cadets, Cadet quarters, Cadet activities and activity areas.
4. Provides limited first-line counseling and assistance to Cadets until appropriate staff are present.
5. Participates in and supervise Cadet physical training activities in accordance with TC 3-22.20.
6. Supervises training site preparation and training operations.
7. Assists with awards and graduation ceremonies.
8. Assists with in-processing and out-processing of Cadets.
9. Assists instructors, Counselors and others in Cadet developmental activities.
10. Transports and supervises Cadets when required and qualified.
11. Coordinates with and assists other Squad Leaders in providing for Cadet development and supervision.
12. Oversees all quasi-military training.
13. Attends off-site training.
14. Must be physically capable of participating in Academy requirements including, but not limited to, classroom instruction, Pre-ChalleNGe, field trips, bus rides, sporting events, operating a 15-passenger van, 16 hour work days, lifting up to 40 pounds of material and equipment.
15. Must have a valid driver's license, pass a criminal background check, and pass drug test.
16. Must wear the uniform of the MCA Squad Leader in accordance with AR 670-1.
17. Must be available for all shifts and days of the week including on-call in emergencies.
18. Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the rules, regulations, laws, policies and procedures regarding residential facilities and ChalleNGe programs.
2. Knowledge of emergency and security procedures.
3. Knowledge of basic personal hygiene and grooming.
4. Skills to effectively communicate with at-risk teens.
5. Skill for Microsoft Office package.
6. Ability to read and understand policies, procedures, training materials, and other written materials.
7. Ability to follow verbal instructions and written directives.
8. Ability to work in problem situations.
9. Ability to interact with co-workers, Cadets, and the public to establish and maintain effective working relationships.
10. Ability to enforce rules, regulations and state laws.

MINIMUM QUALIFICATIONS

TRAINING: High school graduation or equivalent.

Preference may be given to applicants with prior military service.

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. **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.**
4. Must have a valid driver's license and **pass a criminal background check.**
5. **Must be able to pass the mandatory pre-employment drug screen.**

Murray "Gene" Holt II
Director, West Virginia Military Authority