

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: **ML260302****

OPEN DATE: **03 March 2026** **CLOSE DATE:** **17 March 2026**

LOCATION: WVARNG, Charleston

JOB TITLE: MA Admin/Operations Assistant 2

WORKING TITLE: Recruiting, Placement and Mentoring Assistant

Salary Range: \$ 38,238.00 - 45,000.00

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

SALARY RANGE:

NATURE AND SCOPE OF WORK

Under the general supervision of the Recruiting , Placement, and Mentoring Coordinator, the RPM Assistant will perform full performance level professional social service work. RPM Assistants help recruit both teens and mentors, assist with goal-planning and placement activities to facilitate employment and/or educational opportunities in the Post-Residential Phase and support the Mentoring program. RPM Assistant works as a member of the RPM Department with the RPM Coordinator, Post Residential Coordinator, and other RPM Assistants. Works with Cadets in the formulation of the Post Residential Action Plan. 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. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Maintains a caseload of enrolled and graduated Cadets.
2. Interacts with a variety of people from various backgrounds, socio-economic levels and educational attainment; including professionals in the fields of education, vocational training , social services and military services.
3. Assist with recruiting and screening of eligible Mentor applicants.
4. Maintain accurate, up-to-date and thorough documentation of all contacts and work performed.
5. Properly manages sensitive and confidential information.
6. Assists in the development of the individual's Post Residential Action Plan, explains services and

eligibility criteria, and modifications as needed.

7. Trains graduates in transitional living skills as required by the Academy.

8. Provide information and refer Graduates to other community and social service agencies, educational opportunities, and employment assistance programs as needed for successful competition of the Post Residential Action Plan.

9. Recruits, evaluates and networks with providers of services for placement of program Graduates.

10. Counsel Mentees and Mentors in acquiring training and resources to attain social, educational and vocational goals.

11 . Conducts presentations relating to the requirements for participation in the MCA as both a Cadet and Mentor.

12. Assist other departments as needed including, but not limited to: field tips, substitute instructor and transporting Cadets.

DUTIES AND RESPONSIBILITIES

1. Assists in screening volunteers as Mentors according to Program standards and policies.

2. Assists applicants with the application process, and explains the program and eligibility criteria.

3. Assists with Mentee training and coordinates regional Mentor training as assigned.

4. Assists the Department in the areas of career counseling , goal planning, social skills, and basic skills, which aid in the formulation of the Post Residential Action Plan.

5. Recruit and evaluate service providers that would be beneficial as guest speakers, trainers, job shadowing locations or future employers.

6. Assists Post Residential Coordinator in matching Mentors with Cadets.

7. Monitors, supports, coaches and provides special assistance to Mentors in their relationships with their matched Cadet to ensure that each is fulfilling program obligations no less than once per month.

8. Provide Mentor and Graduates with information linking them to local placement resources.

9. Maintains a residential and post-residential caseload utilizing established organizational methods, which includes extensive automated file management in the database.

10. Collects required data necessary for Program evaluation.

11 . Meets deadlines for department actions.

12. Participates in weekly and monthly status reports.

13. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van , 16-hour work days, and lifting up to 40 lbs of materials or equipment.

14. Must have a valid driver's license, pass a criminal background check and pass drug screenings.

15. Must travel and attend off-site training.

KNOWLEDGE, SKILL AND ABILITY

1. Knowledge of federal and state laws pertaining to social welfare programs and related laws, rules and regulations.

2. Knowledge of theories, principles, methods and techniques of social service casework.

3. Knowledge of youth services and at-risk adolescent resource networks.

4. Knowledge of proper techniques to handle, record , store, and dispose of Personal Identifiable Information.

5. Skill to work both independently and as a team member.

6. Skill set with Microsoft Office package.

7. Skill necessary to identify and deal with emotional states, behavioral patterns and family dynamics.

8. Skill required to communicate effectively both orally (one-to-one and groups) and written.

9. Skill to interview people in order to obtain pertinent information.

10. Ability to monitor and modify Post Residential Action Plans.

11 . Ability to establish and maintain effective working relationship with other professionals, coworkers, Mentors, Cadets and families with excellent "customer service" skills.

TRAINING AND EXPERIENCE

1. GED or high school diploma.

2. Two years of progressively responsible experience in one or more of the following areas: case management, customer service, or social service in-take.

3. Preference will be given for graduation from an accredited college or university in Social Work, Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Communication, Human Services, Education, Business or other related programs

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.

Murray "Gene" Holt II

Director, West Virginia Military Authority

