

EXHIBIT 5-3 MINIMUM STAFF QUALIFICATIONS

Position	Primary Duties	Minimum Qualifications ¹
Center Director	Provides direction, management, and supervision of the Job Corps campus and all related activities.	<ul style="list-style-type: none"> • Bachelor's degree • Five years' experience in program management and direction • Experience working with youth
Outreach and Admissions Counselor (OAC)	Assists and provides guidance to prospective Job Corps enrollees by determining basic eligibility, conducting screening, and providing career-based counseling.	<ul style="list-style-type: none"> • Bachelor's degree in human services, psychology, counseling, education, social science, communications, or closely related field; or • Associate's degree in human services, psychology, counseling, education, social science, communications, or closely related field, and two years related experience. Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.
Outreach Assistant	<ul style="list-style-type: none"> • Assists in provision of presentations to local HS, one-stops, et al. in reaching eligible populations. • Assists with orientation sessions. • Provides campus tours. • Assist OAC with initial prospect contact and maintaining contact with prospects, using social media as feasible. • Conducts pre-arrival calls to prospective students. • Assists with welcome activities for newly arrived students. • Conducts pre- 90-day focus groups with students and provides feedback to OA Manager. • Assists OACs with retention activities, including communication with students in unauthorized absence status. 	<ul style="list-style-type: none"> • High school diploma or high school equivalency. • Driver License preferred • Experience or ability with public speaking • Knowledge of social media and influencers • Knowledge of IT and smart phone applications • Knowledge/experience with MS PowerPoint and Publisher

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Career Transition Services Specialist	<ul style="list-style-type: none"> • Assists and provide guidance to separated or separating students during the prescribed service period, providing placement (employment, apprenticeship, and post-secondary education enrollment), and transition services. • Establishes robust relationships with employers, community colleges, and other entities to ensure successful placements with good career pathway opportunities for economic self-sufficiency. • Establishes thorough knowledge of and referrals to community-based services available to assist Job Corps graduates with successful transition into independent living. • Provides positive, individualized services to Job Corps graduates and former enrollees and documented case notes that reflect services provided. 	<ul style="list-style-type: none"> • Bachelor's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field; or • Associate's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field and two years related experience.
Career Preparation Period (CPP) Instructor (and designated backup)	Assists new students in acclimating to center; provides career exploration and career planning to all new students by delivering the My Pathway to Achieving Career Excellence (MyPACE) curriculum with fidelity; and facilitates the implementation of all other CPP requirements.	<ul style="list-style-type: none"> • High school diploma or high school equivalency
Outreach and Admissions/ Career Transition Services Project Director	Provides oversight and management of admissions office operations, or career transition services office operations, or both.	<ul style="list-style-type: none"> • Bachelor's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and two years related supervisory experience. • Associate's degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and four years related supervisory experience.
Academic Instructor	Conducts and manages academic classes	<ul style="list-style-type: none"> • Certified to teach in state in which center is located (RO may waive if center is unable to hire certified teachers, but the candidate must pursue certification)

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Career Technical Training Instructor	Conducts and manages career technical training	<ul style="list-style-type: none"> • Certified, licensed, or accredited in the state in which the center is located, or is accredited by a professional trade organization • For NTC, instructor must be certified by union or trade organization, or by a national trade certifying organization <i>(RO may waive if center is unable to hire certified or licensed instructors, but candidates must pursue certification)</i>
Residential Advisor	Manages dormitory living	<ul style="list-style-type: none"> • High School Diploma or High School Equivalency
Residential Counselor	Manages dormitory living	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field
Senior Residential Advisor	Conducts social development training	<ul style="list-style-type: none"> • High School Diploma or High School Equivalency, and one year experience working with youth and young adults
Senior Residential Counselor	Conducts social development training	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus one year experience working with youth and young adults
Residential Manager	Supervises residential program	<ul style="list-style-type: none"> • Postsecondary degree and two years' experience working with youth and young adults
Residential Supervisor	Supervises residential program	<ul style="list-style-type: none"> • High School Diploma or High School Equivalency and two years' experience working with youth and young adults
Counseling Manager	Supervises counseling supervisor, personal and career development programs, and residential programs	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), five years' experience in counseling or related field, and two years' experience working with youth and young adults
Counseling Supervisor	Supervises personal and career development programs, and residential programs	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), two years' experience in counseling or related field, plus two years' experience working with youth and young adults

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Senior Counselor	Supervises center counselors	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus two years' experience working with youth and young adults
Counselor	Conducts career technical/academic, social, and personal and career development counseling	<ul style="list-style-type: none"> • Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field
Recreation Specialist	Organizes, conducts, and supervises recreation and leisure time activities	<ul style="list-style-type: none"> • Associate of arts degree or one year of related experience working with youth
Health and Wellness Director	<p>Provides daily management and oversight of the Health and Wellness Center</p> <p>Provides nursing services</p>	<ul style="list-style-type: none"> • Registered Nurse • Minimum of an Associate's Degree in nursing • Active, unrestricted license to practice in state where center is located
Staff Nurse	<p>Provides nursing services within scope of practice for state-specific nurse practice act</p> <p>Licensed Practical Nurse must be supervised by a Registered Nurse in accordance with state-specific nurse practice act</p>	<ul style="list-style-type: none"> • Registered nurse required for minimum of 1 full-time staff nurse • Registered nurses or licensed practical/vocational nurses for additional nurse staffing in compliance with duties and supervision requirements of practice acts • Active, unrestricted license to practice in state where center is located
Center Mental Health Consultant	Provides mental health services/consultation/training	<ul style="list-style-type: none"> • Active, unrestricted license to practice as an independent practitioner in state where center is located and does not require supervision to practice • Clinical/Counseling Psychologist or Clinical Social Worker • Minimum 1 year of experience as a licensed independent practitioner providing assessment and treatment services to adolescents and young adults
Consulting Psychiatrist as needed and determined by center (not a required position)	Provides psychotropic medication services and monitoring as needed	<ul style="list-style-type: none"> • Active, unrestricted license to practice in state where center is located • Board certification preferred • Current DEA registration

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Physician	Provides medical services, serves as medical director, and provides supervision in accordance with state practice, rules, and regulations	<ul style="list-style-type: none"> • Active, unrestricted license to practice in state where center is located • Primary care physician preferred—family medicine, pediatrics, or internal medicine • Board certification preferred • Current DEA registration
Nurse Practitioner (NP)/ Physician Assistant (PA)	Provides primary care services based on individual state practice acts	<ul style="list-style-type: none"> • Active, unrestricted license to practice in state where center is located • NP only: certificate/license as a NP to meet individual state practice act • Current DEA registration, if applicable
Dentist	Provides dental services and program supervision	<ul style="list-style-type: none"> • Active, unrestricted license to practice in state where center is located • Current DEA registration
Dental Hygienist	Provides prophylactic dental services and promotes oral health and wellness	<ul style="list-style-type: none"> • Active, unrestricted license to practice in state where center is located
Dental Assistant	Assists dentist in providing services and promotes oral health and wellness	<ul style="list-style-type: none"> • Certified to take x-rays
TEAP Specialist	Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located	<ul style="list-style-type: none"> • Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located
Safety Officer	Implement and manage the center Safety and Health Program. Monitor center activity to ensure the safety and health of all center personnel. Provide training to staff and students on safe work practices and compliance with federal, state, and local regulations.	<ul style="list-style-type: none"> • Bachelor's degree in safety or industrial hygiene, or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, industrial hygiene, chemistry, biological sciences. • Experience in managing safety and health programs, safety inspections, job hazard analysis, and working knowledge of occupational health and environmental regulations.

Position	Primary Duties	Minimum Qualifications¹
Facilities Maintenance Manager	Manages all facilities operations and maintenance activities to include corrective and preventive maintenance, grounds maintenance, and janitorial activities. The Maintenance Manager should have supervisory authority over the maintenance team including management of subcontracted activities.	<ul style="list-style-type: none"> • High school diploma or GED • 5 years (minimum) of facility maintenance work experience including HVAC systems • Technical, vocational or OJT in HVAC, electrical, mechanical and plumbing • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Maintenance certification is desirable – such as Certified Maintenance Manager (CMM) through International Maintenance Institute or Certified Facility Manager (CFM) through International Facility Management Association. • Supervisory experience is desirable
HVAC Mechanic	Inspects, tests, diagnoses, operates, programs, maintains, and repairs the various center heating, ventilation, and air conditioning systems.	<ul style="list-style-type: none"> • High school diploma or GED • 2 years (minimum) of HVAC systems and controls experience • Technical, vocational or OJT in HVAC trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • EPA Certification is required for purchasing and/or handling refrigerants • HVAC Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform HVAC work. • If the center has a boiler, all state licensure requirements must be met for boiler operations.
Electrician	Inspect, operates, maintains, and repairs the various center electrical systems.	<ul style="list-style-type: none"> • High school diploma or GED • 2 years (minimum) of electrical systems experience • Technical, vocational or OJT in electrical trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Electrical Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform electrical work.

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Plumber	Inspects, operates, maintains, and repairs the various center plumbing systems.	<ul style="list-style-type: none"> • High school diploma or GED • 2 years (minimum) of plumbing systems experience • Technical, vocational or OJT in plumbing trade • Ability to physically perform required work; for example, lift 50 lbs and climb ladders • Certification is required for testing of backflow prevention devices • NICET certification may be required for inspection/testing of fire suppression systems • Plumbing Journeyman license through state of jurisdiction is required if the state requires such a license to legally perform plumbing work.
General Maintenance Worker	Assists with preventive and corrective maintenance activities and performs general tasks such as interior facilities minor repairs, painting, minor carpentry work, door and hardware repairs, roof gutter cleaning, etc.	<ul style="list-style-type: none"> • High school diploma or GED • 1 year (minimum) of facilities maintenance experience or completion of facilities maintenance training program • Ability to physically perform required work; for example, lift 50 lbs and climb ladders
¹ For Civilian Conservation Centers, all federal positions must meet X-118 standards.		