

MINIMUM STAFF QUALIFICATIONS

| POSITION | PRIMARY DUTIES | MINIMUM QUALIFICATIONS ¹ |
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| 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 • 5 years experience in program management and direction • Experience working with youth |
| Admissions Counselor | Recruits and determines eligibility of applicants | <ul style="list-style-type: none"> • Bachelor's Degree or 4 years experience working with youth • 1 year experience in sales, marketing, or counseling-related services |
| Career Transition Specialist | Counsels and assists separated students in obtaining placement and transitional support services | <ul style="list-style-type: none"> • Bachelor's Degree or 4 years experience working with youth • 1 year experience in sales, marketing, or counseling-related services |
| Academic Instructor | Conducts and manages academic classes | <ul style="list-style-type: none"> • Certified to teach in state in which center is located (may be waived by RO if center unable to hire certified teachers, but must pursue certification) |
| Career Technical Training Instructor | Conducts and manages vocational training | <ul style="list-style-type: none"> • Certified, licensed, or accredited in the state in which the center is located, or accredited by a professional trade organization • For NTC, certified by union or trade organization or by a national trade |

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| | | certifying organization (may be waived by RO if center unable to hire certified or licensed instructors, but must pursue certification) |
| Residential Advisor | Manages dormitory living | <ul style="list-style-type: none"> High school diploma or GED |
| Senior Residential Advisor | Conducts social development training | <ul style="list-style-type: none"> High School Diploma or GED and 1 year experience working with youth |
| Residential Manager | Supervises residential program | <ul style="list-style-type: none"> Postsecondary Degree and 2 years experience working with youth |
| Counselor | Conducts vocational, personal, social, 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 1 year experience in counseling or related field |
| Senior Counselor/Supervisor | Provides supervision to center counselors | <ul style="list-style-type: none"> As above for Counselor, plus 2 years experience |
| Recreation Specialist | Organizes, conducts, and supervises recreation and leisure time activities | <ul style="list-style-type: none"> Associate of Arts Degree or 1 year related experience working with youth |
| Registered Nurse | Manages/delivers direct medical services | <ul style="list-style-type: none"> Registered Nurse |
| Licensed Practical Nurse | Delivers direct medical services | <ul style="list-style-type: none"> Licensed Practical Nurse |
| Mental Health Consultant | Provides mental health consultation and staff training | <ul style="list-style-type: none"> Licensed Psychiatrist, Clinical Psychologist, or |

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| | | Psychiatric Social Worker (RO Approval Required) |
| Physician | Provides medical services and program supervision | <ul style="list-style-type: none"> • Licensed in state (RO Approval Required) |
| Dentist | Provides dental care to students | <ul style="list-style-type: none"> • Licensed in state (RO Approval Required) |
| Dental Hygienist | Provides prophylactic dental services | <ul style="list-style-type: none"> • Licensed in state |
| Dental Assistant | Assists dentist in providing dental services | <ul style="list-style-type: none"> • Certified in state |
| TEAP Specialist | Conducts Trainee Employee Assistance Program (TEAP) regarding alcohol and other drugs of abuse | <ul style="list-style-type: none"> • Certified in state |

¹ For Civilian Conservation Centers, all federal positions must meet X-118 standards.