

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 • 5 years' experience in program management and direction • Experience working with youth
Admissions Counselor	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 2 years' related experience. Experience may include successful Job Corps enrollment or successful enrollment in other youth development programs.
Placement/ Transition Specialist	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,	<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 2 years' related experience.

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	individualized services to Job Corps graduates and former enrollees and documented case notes that reflect services provided.	
Outreach and Admissions/Career Transition Services Project Director	Provides oversight and management of admissions office operations, or 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 2 years’ related supervisory experience. • Associate’s degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and 4 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)
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 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 <p>(RO may waive if center is unable to hire certified or licensed instructors, but</p>

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		candidates 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's 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's 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 of related experience working with youth
Health and Wellness Manager	<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</p> <p>Licensed Practical Nurse must be supervised by a Registered Nurse in accordance with state nurse practice act</p>	<ul style="list-style-type: none"> • Registered Nurse or Licensed Practical Nurse • Active, unrestricted license to practice in state where

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		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 • Clinical/Counseling Psychologist or Clinical Social Worker
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
Physician	Provides medical services and program supervision	<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

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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	Provides substance use services/consultation/training	<ul style="list-style-type: none"> • Active, unrestricted license and/or certification in accordance with state regulations to practice as an independent practitioner in state where center is located

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