



DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 22-08

To: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACATORS
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Outreach Assistant Position

1. Purpose. To establish an Outreach Assistant position that allows flexibility in hiring and supports activities of Outreach and Admissions Departments.
2. Background. Job Corps currently has high staff vacancy rates across Job Corps centers and program-wide low Onboard Strength (OBS). To help address these issues, OJC reviewed its minimum staff qualifications and concluded that an additional position in Outreach and Admissions Departments may be helpful to support the Outreach and Admissions functions. Job Corps determined that the Bachelor's or Associate's degree requirement for Admission staff, though necessary for Outreach and Admission Counselors, was not necessary for certain outreach and recruitment work to be performed successfully and may present a barrier to addressing these outreach and functions. Further, Job Corps concluded that removing this requirement for specified outreach and recruitment functions may also allow certain Job Corps graduates to have the necessary qualifications to fill positions that focus on outreach if they choose to apply. Thus, OJC has decided to make available a new position, Outreach Assistant, distinct from the Outreach and Admissions Counselor position, that all Job Corps centers may at their discretion employ as part of their recruitment staffing approach.
3. Explanation of Changes. PRH Exhibit 5-3 Minimum Staff Qualifications was updated with a new Outreach Assistant position including primary duties and minimum qualifications.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.
6. Inquiries. Direct inquiries to the Office of Job Corps at (202) 693-3000 or mcgee.erin.l@dol.gov.
7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within two business days at the PRH website address: <https://prh.jobcorps.gov>.