

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	Recruits and determines eligibility of applicants	<ul style="list-style-type: none"> • Bachelor's degree or 4 years' experience working with youth • 1 year's 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's experience in sales, marketing, or counseling- related services
Outreach and Admissions/Career Transition Specialist Project Director	Provides oversight and management of Outreach and Admissions/Career Transition Specialist operations	<ul style="list-style-type: none"> • Bachelor's degree or 4 years' experience working with youth • 1 year's experience in project management • 3 years' 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 (RO may waive if center is

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		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 candidates must pursue certification)</p>
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,

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		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
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 psychiatric social worker (RO approval required)
Physician	Provides medical services and program supervision	<ul style="list-style-type: none"> • State license (RO approval required)
Dentist	Provides dental care to students	<ul style="list-style-type: none"> • State license (RO approval required)
Dental Hygienist	Provides prophylactic dental services	<ul style="list-style-type: none"> • State license
Dental Assistant	Assists dentist in providing services	<ul style="list-style-type: none"> • State certification
TEAP Specialist	Conducts Trainee Employee Assistance Program (TEAP) regarding alcohol and other drugs of abuse	<ul style="list-style-type: none"> • State certification

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