

April 28, 2015

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 14-14</b>
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**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 CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Policy and Requirements Handbook (PRH) Exhibit 5-3, Minimum Staff Qualifications

1. Purpose. To change the minimum staff qualifications for Admission Counselor, Placement/Transition Specialist, and Outreach and Admissions/Career Transition Specialist Project Director.
2. Background. Employment qualifications for today's 21<sup>st</sup> century workforce are constantly changing. The Job Corps program must remain in-step with changing workforce demands, and must remain current, relevant and effective in the provision of all Job Corps services. To help meet these goals, minimum staff qualifications are being updated, effective May 15, 2015, for all newly hired Admissions Counselors, Placement/Transition Specialists, and OA/CTS Project Directors.
3. Reference. PRH Chapter 5.2: Personnel, Section R4.a, Staff Qualifications; Exhibit 5-3.
4. Explanation of Change(s). The primary duties, and minimum qualifications for all newly hired Admission Counselors, Placement/Transition Specialists, and Project Directors as shown in Exhibit 5-3 are as follows:

**Position:**  
Admissions Counselor

**Primary Duties:**  
Assists and provides guidance to prospective Job Corps enrollees by determining basic eligibility, conducting screening, and providing career-based counseling.

**Minimum Qualifications**

- 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.

**Position:**

Placement and Transition Specialist

**Primary Duties:**

Assists and provides guidance to separated or separating students during the prescribed service period, providing placement (employment, apprenticeship, and post-secondary education opportunities), 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.

**Minimum Qualifications:**

- 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.

**Position:**

Outreach and Admissions/Career Transition Services Project Director

**Primary Duties:**

Provides oversight and management of admissions office operations, or transition services office operations, or both.

**Minimum Qualifications:**

- 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.

5. Action Required. As of May 15, 2015, all newly hired staff conducting the above job functions shall meet the updated minimum staff qualifications.

Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

6. Effective Date. May 15, 2015

7. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).

Attachment

PRH Exhibit 5.3