

Employment Case Coordinator

Scope: support for Nevada National Guard Beyond the Yellow Ribbon (BYYR) Program, service components and employment initiative. The BYYR Program Coordinator I-Employment Coordinator shall coordinate with the J1, Director Military Family Support Services (MFSS) and its umbrella of support programs (family programs and ESGR are examples), Readiness Non-Commissioned Officers (NCOs) and National Guard Employment Initiative (NGEN) team.

Serve as Case Coordinator and Liaison between the chain of command and the chain of concern, providing employment assistance to Seven Seals (Air National Guard, Army National Guard, Air Force Reserve, Navy Reserve, Marine Reserve, and Coast Guard) veterans and their immediate family members.

The Case Coordinator shall serve as a team member and resource on all employment issues, to include job skill training, employer outreach, Department of Veterans Affairs Outreach and successful reintegration into the career market for all service members.

The primary goal is to place unemployed or underemployed service members, and unemployed veterans and their immediate families into jobs using US Military Pipeline and Green Zone Initiative (GZI) specifically and other resources as needed. This service is provided for unemployed or underemployed job seeking service members or former service members.

Program Coordinator Case Management:

Provide employment case management. Provide website information for the US Military Pipeline with current job seeking opportunities to include Regional Job Fairs, resume writing skill, interviewing techniques, and other tools to successfully acquire employment.

Recruit employers through already employed National Guard Service members, local service providers, Joining Community Forces (JCF) Veteran Affairs Outreach Programs, and local area employers.

Travel throughout the State to attend quarterly Regional Job Fairs and meet with key business partners.

Provide technical guidance and information to unit readiness NCOs on available job opportunities, obtaining skills training and upcoming job fair information. Forward all updated information regarding upcoming Job Fairs and advertisements from employers who are looking to hire veterans.

Maintain records to compile and analyze statistical data to create reports of personnel information as a metric for job placement, educational/job skill training and Veteran Friendly Employers.

Referral and Coordination of Employment Services:

Collaborate with civilian employment opportunities through US Military Pipeline, local service providers, US Vets, Job Connect, GZI, and Joining Community Forces. Through employment surveys administered at the unit level, identify unemployed or under employed Service members and refer those identified as needing help to partnering agencies/employers with matched skill opportunities.

Compile employment and Job Fair listings by region that support NV NG units. Initiate and follow leads for employment opportunities. Ensure that BYYR has complete visibility of all upcoming Job Fairs throughout State, regardless of component (Navy, Marine, Air Force, and Army). Advertise Job Fair information through social media. Use NVNG media outlets to advertise job fairs and the US Military Pipeline platform. Develop and provide surveys to all service members who are within 90 days of returning from deployment. Begin working with unit readiness NCOs and local employers to inform them of skill sets of those who will be seeking employment upon their return.

Collaborate with Family Support Groups (FSGs) to identify employment needs of immediate family members. Work alongside the FSGs to share Employment information and opportunities with immediate family members seeking employment. This information shall include: available activities, outreach, referral services and other necessary resources that help immediate family members secure employment.

The federal equivalent is GS-9; BYYR Program Coordinator I-Case Management. Location of work will be NVNG Plumb Lane Armory 685 East Plumb lane, Reno, NV 89502 or Las Vegas Readiness Center, 4500 West Silverado Ranch Road, Las Vegas NV.

Services may be needed away from primary work location therefore some travel is anticipated for this position. Contractor may be entitled to mileage, if using POV, IAW JTFR. Contractor must possess and maintain a valid driver's license.

Security Requirements:

A National Agency Check with Inquiries (NACI) is required and a favorable completion of FBI fingerprint History Check must be completed. A Common Access Card (CAC) is required for Base access and the Local Area Network (LAN).

Additional Requirements and Notes:

Desired Bachelor's degree or demonstrated practical experience in the area(s) of expertise required by the Task Order, as well as demonstrated capability in program/project coordination applications with three years experience.

Optional Seven Seals experience directly related to the requirements of the PWS. Has a working understanding of the position functions-and has sufficient knowledge to perform the work of the position described in the PWS.

Suggested Skill Set: In order to successfully meet the performance objectives of this task order, the Contractor employee should possess the following knowledge/skills

- Strong communication (verbal/written) and interpersonal skills
- Strong computer skills, familiar with Microsoft Office Suite.
- Strong organizational and planning skills.
- Ability to research and analyze related work program information
- Strong work ethic and attention to detail.
- Ability to use technology such as website

Contractor shall be able to read, write, speak, and understand English.

Hours of Operation: Contractor shall perform the services required under this contract within core operating hours which are 0800-1700, Monday through Friday

For consideration for this position, submit resume to sedwards@tsi-corporate.com no later than Sep 23, 2014.