OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Social Services Assistant, GS-0186-06/07

Announcement #:

IMPORTANT NOTES:

As a condition of employment for this position, the incumbent is required to possess a Commercial Driver’s License (CDL) with a passenger endorsement and must maintain the license and endorsement throughout the duration of their appointment.

Applicants, who currently possess a CDL with passenger endorsement, must attach a copy of their license and endorsement at the time of submitting their application. Applicants, who do not have a CDL at the time of selection, must obtain a CDL with passenger endorsement within 90 days of appointment. Employees who for personal reasons fail to begin or complete the required CDL training within 90 days may be subject to termination from this position.

DRUG TESTING: This is a Testing Designated Position (TDP). Selectee must submit to a urinalysis to screen for illegal drug use prior to appointment and random testing thereafter. Final appointment and continued employment is conditional on negative results for illegal drug use. This announcement constitutes 30 days advance notice. This position requires the selectee to obtain or possess a Commercial Driver’s License (CDL) and therefore, is a Testing Designated Position (TDP) under the Department of Transportation (DOT)/Forest Service Alcohol and Controlled Substance Testing Program. Applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use unless they currently occupy a TDP under the DOT/Forest Service Alcohol and Controlled Substances Testing Program. Final appointment is conditional on a negative drug test.

Proof of education, hiring preference, prior federal service, and entitlement eligibility MUST be attached to the application. Incomplete applications will not be considered.

We expect to make a final job offer to selected candidates within 60-90 days after the issuance of the referral list.
**DUTIES:** (The duties described reflect the full performance level of this position)

Prescribes standards of performance for students and follows up to assure these standards are upheld. Maintains dormitory order, discipline, and organization. Supervises student duty assignments to assure dorm is maintained to established standards.

Serves as dorm property manager officer; maintaining records of clothing, bedding, personal items issued to students, and conducts locker inspections.

Instructs and counsels students in positive social skills, including punctuality, courtesy, temperament, following instructions, respect for property, appropriate appearance, personal hygiene, proper safety attitude, cooperation, respect for authority, and Center procedures and regulations. Evaluates these characteristics for each student monthly, and conducts individual counseling sessions to correct problems, or refers as necessary serious maladjustment problems to the group living supervisor.

Gives practical advice and counsel to students in order to assist in developing work skills. Conducts group counseling sessions in the form of dorm meetings, orientation groups, dorm courts, group problem solving, and group discussion. Based on information obtained in these sessions, makes recommendations to the group living supervisor for consideration in planning activities.

Supervises, teaches, coaches, and participates in leisure-time recreational activities for students assigned to the dorm. Conducts physical education classes and supervises tournaments. Drives vehicle and supervises students on off-Center recreational and cultural activity trips.

Provides ongoing orientation to new students. Assures that new students are welcomed, and assigns an older student to assist with orientation. Provides information to the supervisor, and to the guidance counselor on the need for special help and/or attention to a new student.

Provides accountability of each student's whereabouts by conducting nightly bed checks and documenting in nightly shift report. Initiates all passes and leaves for students within the dorm.

Conducts meetings with student leaders, reminding them of rules and regulations they are to carry out. Holds regular dorm meeting for all students to ensure that all pertinent information on Center operations is communicated.

Checks progress, performance, and behavior of students in assigned dorm in the educational and vocational programs. Discusses with student and assures any required corrective action is taken.

Participates with the supervisor and other residential living staff in setting standards, goals, and objectives for the dormitory. Submits periodic accomplishment reports on progress in meeting objectives. Fully documents all meetings with individual students as well as group meetings for personnel files and dorm records. Prepares written evaluation on student leaders and individual students.

Inspects dorm for cleanliness, need for repairs, safety, and provides cleaning supplies and other materials needed.
Is responsible for operating government vehicles including sedans, light pick-ups, 12-16 passenger vans, and 20 to 40 passenger buses. This may include buses with airbrakes.

This position is required to work swing shift and night shift when determined by the needs of the Center.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

OUTREACH RESPONSE: (Please respond no later than 2/20/2013)

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it (with a resume preferred) to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review www.usajobs.com, the U.S. government’s official site for jobs and employment information.

HOW TO APPLY:

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

About the Pine Knot Job Corps Center:

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

Offices on the Daniel Boone National Forest include:

Supervisor’s Office, Winchester, KY
London Ranger District, London, KY
Morehead Ranger District, Morehead, KY
Redbird Ranger District, Manchester, KY
Stanton Ranger District, Stanton, KY
Stearns Ranger District, Whitley City, KY
The Center has the following five organizational areas:

- Administration
- Counseling
- Education
- Residential Living
- Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America’s disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 224 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

Pine Knot offers training in the following career technical training fields:

- Auto Mechanics
- Construction Craft Laborers
- Culinary Arts
- Urban Forestry
- Welding
- Union Brick Masonry
- Union Carpentry
- Union Painting
- Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.
Four dormitories (one female, three male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

**About Pine Knot:**

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).
OUTREACH RESPONSE FORM
Pine Knot Job Corps, Pine Knot KY

Position Applying For: Social Services Assistant GS-0186-06/07
Name:

Email Address: Mailing Address:

Telephone Number: Are you currently employed by the Federal Government? Y N
If so, name of Agency:

Type of Appointment: Permanent Temporary Term Other

Current series, grade and title:

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

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<tr>
<th>Person with disabilities</th>
<th>Veterans readjustment</th>
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<tr>
<td>Disabled veteran w/30% compensable disability</td>
<td>Veterans Employment Opportunities Act of 1998</td>
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<tr>
<td>Former Peace Corps Volunteer</td>
<td>Student Career Experience Program</td>
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<td>Other:</td>
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Narrative on why you feel you are a Qualified Candidate for this position:

Please send this completed form and (resume preferred) to Allen Vaughn at arvaughn@fs.fed.us, or by fax to 606.354.4270, or by mail to:

Pine Knot Job Corps
P.O. Box 1990
Pine Knot, KY 42635

Thank you for your interest in our vacancy. Pine Knot Job Corps is an equal opportunity employer.

This form will inform us of your interest in the position. In addition to this form, you must still apply online at USAJOBS at: www.usajobs.gov