OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT FULL TIME POSITION

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

Social Services Assistant, GS-0186-08/09
Working Title: Center Standards Officer

Announcement #:

IMPORTANT NOTES:
This position is located on a Forest Service Job Corps Civilian Conservation Center. The Center’s overall mission is to provide education, vocational and social skills training to disadvantaged youths between the ages of 16 and 24.

The primary purpose of this position is to manage the Center Behavioral Management System (BMS) and participates in the Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. The incumbent sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success.

In accordance with USDA Department Regulation 4430-792-2, this position is a Testing Designated Position (TDP) under the USDA Drug Free Workplace Program and subject to pre-employment drug testing. All applicants selected for this position will be required to submit to a urinalysis to screen for illegal drug use prior to appointment. Incumbents of this position will be required to submit to a urinalysis on an ongoing random basis, after appointment as directed.

DUTIES: (The duties described reflect the full performance level of this position)

Ensures the Center’s disciplinary system fosters positive behavior development and conforms to Department of Labor/Job Corps policies and guidelines.
Reviews all incident reports and refers to the appropriate level of the Center’s disciplinary system for resolution.

Provides guidance, training and oversight of the student-composed behavior management councils that handle minor rule infractions pursuant to procedures set forth in the Student Handbook. Decides all appeals by students from student behavior management councils.

Commences all formal disciplinary procedures for all cases involving major rule infractions. Coordinates and investigates activities between department and between different shifts. Keeps the Center Director well informed. Conducts related investigations to determine relative facts and to decide whether the charge is founded. Determines student’s culpability on non-culpability. Impose specified (appropriate) penalties when culpability is found.

Recommends disciplinary discharge to Center Director for referral to the Center Review Board. Notifies student orally and in writing of specific charge(s) against him/her. Coordinates activities of the Center Review Board. Prepares related investigation reports and presents charges against the student to the Board during the hearing process.

Provides staff training in Center disciplinary policies and procedures, including their roles and responsibilities in the total disciplinary system.

Participates in the student orientation program, explaining the disciplinary system, the penalties that may be incurred, and the appeal process.

Serves as liaison between the Center and judicial agencies/courts; solicits legal representation for students; coordinates bail bond activities. Makes contacts with attorneys, law enforcement personnel, judges or other court officials, probation/parole officers, etc., on behalf of the Center and/or individual students. Attends local court proceedings with accused students to provide support and to inform them in resolving judicial processes.

Provides the Center Director and management team members with data and information on behavioral/disciplinary problems and related trends to help monitor and adjust behavior management programs to meet Center and student needs. Advises the Center Director of early termination trends, recommending appropriate intervention strategies.

Conducts regular meetings with appropriate Center staff to obtain current information to predict and prevent major disruptions, and to discuss student behavior and develop appropriate strategies.

Coordinates and/or conducts routine inspections for weapons and other unauthorized items as authorized by the Center Director. Reports findings to the Center Director, management team members, and the Safety Officer as appropriate. Secures any items confiscated in a safe location and notifies appropriate personnel. Initiates follow-up action as warranted.
INCENTIVE SYSTEM
Serves as coordinator of the Center-wide incentive system designed to recognize outstanding behavior and accomplishments in a frequent and consistent manner for both individual students and groups.

Involves the Student Government Association on a routine and frequent basis in implementing and evaluating the incentive system.
Coordinates monthly awards assemblies where students receive a variety of special awards (prizes, trophies, certificates, plaques, etc.)

Compiles and tabulates necessary data as outlined in Center policy to determine the “Dorm of the Month” awards announcing the overall winner at monthly awards assembly.

Compiles and distributes a listing of student awards presented at the monthly awards assemblies. Coordinates with the Student Records Clerk to ensure that student personnel records are appropriately annotated to include special awards for outstanding accomplishments.

Recommends merit pay raises for deserving students with good behavior and who have demonstrated high motivation and accomplishment in training and/or who have earned tangible recognition for exceptional accomplishment, with priority given for leadership. Recommends demotions (pay decreases) for students who fail to continue to meet the high standards required for merit pay levels.

Serves as staff advisor to the Student Government Association.

Performs other duties as assigned.

OUTREACH RESPONSE: (Please respond no later than 5/13/2014)
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 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
Cumberland Ranger District, Morehead, KY
Redbird Ranger District, Big Creek, 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 175 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
Culinary Arts
Urban Forestry
Welding
Union Brick Masonry
Union Carpentry
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.

Three dormitories (one female, two 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, one middle schools (grades 6-8), and three elementary schools (grades K-5).